

## County of Sullivan, NH

**Type of meeting:** Board of Commissioners Business Meeting Minutes  
**Date & Time:** Monday, September 9, 2013; 3:00 PM  
**Place:** Newport, NH – County Administration Building, 14 Main Street, Newport, NH, 03773 – 1<sup>st</sup> Floor Commissioners Conference Room

**Attendees:** Commissioner Jeffrey Barrette – Chair, Bennie Nelson – Vice Chair, and Ethel Jarvis – Clerk, Jessica Rosman – Public Health Coordinator, Peter Farrand – Human Resources Director, Ted Purdy – Sullivan County Health Care Administrator, Carl Weber – Primex Director of Members Services, Marc Hathaway – County Attorney (joined meeting later), and Sharon Callum – Administrative Assistant | Minute Taker.

**Public attendees:** Archie Mountain – Eagle Times Staff Reporter, Gayle Hedrington – 99.7 WNTK Reporter, John Cloutier – State-County Delegation Chair District 10.

**3:06** The Chair, Jeffrey Barrette, opened the meeting and led all in the *Pledge of Allegiance*.

### **Agenda Item No. 1 CHI Medical Reserve Corps (MRC) Collaborative Grant Application for \$20,000 & MOU with Upper Valley MRC: Review & Approval to accept funds**

Copies of the *Community Health Institute* (CHI) August 5<sup>th</sup>, 2013 grant opportunity notice, the *Joint Application*, job descriptions for the MRC Marketing Assistant (part time) and MRC Assistant Coordinator, and the MOU, were distributed [Appendix A.1-10]. Ms. Rosman indicated CHI has annually presented these grant opportunities over the last few years for around \$6,000. This year they increased the award to \$10,000. CHI approved a collaboration between Greater Sullivan County MRC and Upper Valley MRC Coordinator, Steve Allen, to combine their grants, and use funds to hire a part time MRC Marketing Assistant and MRC Assistant Coordinator, with Sullivan being the fiscal year – NH State likes to see collaborative projects. Ms. Rosman has laptops they can use, they would work out of her office in Newport; the Coordinator – a contracted position, would be held by Chris Smith – Smith is already contracted with GSC and would work 15 hours per week organizing the MRC work and getting volunteer MRC recruitments trained. The MRC Marketing Assistant position would be 10 hours a week - they would send mailing through Quality Services, place ads, and upgrade and maintain both region's MRC websites; the grant duration is through June 30, 2014. As a result of questions from commissioners, Ms. Rosman confirmed she'd like to make the Marketing Assistant part-time and paid through the County's payroll, in order to have more control of outcomes; Sullivan would be fiscal agent as Steve Allen is part-time vs. Rosman who is full time; and the person would work out of Rosman's office as there is no extra room in the UVMRC office. Ms. Callum left the room to attain budget documents for the program and returned to distribute copies [Appendix B.1-4]. Mr. Farrand confirmed he has no issues with writing up the temporary position through HR and paid through the County; he confirmed without benefits, the FICA is small. Comm. Barrette pointed out the grant budget did not include FICA deductions, which needs to be accounted for – he noted, they '*don't need to make money on the grant, just need to make sure we don't lose money*'. It was noted they could take the funds out of the in-direct for the FICA.

**3:16 Motion: to approve submitting the grant application with Upper Valley Public Health for \$20,000, sign the MOU with Upper Valley to work together; if funded, approve the part time MRC Marketing position to be handled through the County's HR office, and accept funding if approved. Made by: Nelson. Seconded by: Jarvis. Voice vote: All in favor.**

## **Agenda Item No. 2. Commissioners Report**

### Agenda Item No. 2.a. FY 13 End of Year Financial Audit Update

Comm. Barrette is meeting with County auditors Friday and will then schedule an Exit Interview for the Board and public.

### Agenda Item No. 2.b. FY 14 Financials Update

The Board received a copy of the draft August 2013 revenue and expense reports [Appendix C.1-21]. A copy of the CD Renewal notification was distributed. Comm. Barrette and Nelson will meet before the next meeting with the County Treasurer to discuss investment options and the best time to invest.

### Agenda Item No. 2.c. County Manager Search Update

The Chair noted, as of the County Manager application deadline – Friday, Sep. 6<sup>th</sup> - 33 applications were received. They will meet with a Primex representative, in Executive Session, after the meeting to review résumés, decide on the scoring methods and who they want to interview.

Agenda Item No. 2.d. 2014 CAP Spreadsheet Review – Tabled from August 19<sup>th</sup>, meeting  
Ms. Callum left the meeting to attain a copy of the 2014 Cap Breakdown chart shared at a previous meeting [Appendix D]. The Chair noted a descriptive analysis will be provided at the next meeting.

## **Non Agenda Item Sullivan County Health Care: State Survey Outcomes**

Mr. Purdy noted they received an excellent survey and expects the formal report next week; at which time they'll have 10 days to respond with a Plan of Correction. Issues were rated 'low level' and included: perceived untimely dental service, tubing related to oxygen concentrators - some labels were missing or inaccurate, a sprinkler obstructed in a utility room where new duct work was installed, and fire drills perceived to be bunched in the same quarter with same shift - they recommend holding them at more random intervals.

### Agenda Item No. 2.f.i. Primex CAP Property & Liability Program for FY15-FY16: Review and Ratification

The Board reviewed the *Contribution Assurance Program Addendum to Multi-Year Discount Program Agreement for Property & Liability* agreement and cover letter [Appendix E.1-2].

**3:41 Motion: to sign a two-year continuing agreement for Primex liability and property. Made by: Jarvis. Seconded by: Nelson. Voice vote: All in favor.**

### Agenda Item No. 2.f.ii. County Manager Job Description Update

The Board reviewed the HR County Manager job description with suggested updates reflected in Word Track Change feature submitted by Ms. Callum [Appendix F.1-4].



**3:42 Motion: to approve the job description as adjusted. Made by: Nelson. Seconded by: Jarvis. Voice vote: All in favor.**

Agenda Item No. 2.f.iii. NHAC Executive Committee: Vacant Position – Discuss Appointment or Waiting Until a New County Manager Starts

NHAC Executive Committee meets monthly, the first Friday, and Supt. Cunningham has offered to fill in the vacated position. Nelson noted he would accept the interim appointment until the new County Manager begins.

**Agenda Item No. 3. Public Participation**

Gayle Hedrington asked how the search for the County Manager was going. Barrette noted 33 résumés were received, prospects look good, next step is to decide on the candidates to interview. She asked if they would be making an announcement later today and when the new person would start. Barrette noted discussions during the process would be in private, until the new manager is announced and they anticipate them beginning mid-December. She asked if all candidates were from NH. Nelson noted they were from a broad geographical area.

Representative John Cloutier asked if a date had been set for the first round of interviews, as he has two Delegates to appoint to the interview committee. Barrette noted no definite date was set.

**Agenda Item No. 5. Probable Executive Session Per RSA 91-A:3.II.a. Relating to a Personnel Issue**

**3:53 Motion: to go into Executive Session Per RSA 91-A:3.II.a., for a personnel issue. Made by: Jarvis. Seconded by: Nelson. Those in Executive Session included: the three Commissioners, Marc Hathaway, Peter Farrand, Ted Purdy, and the minute taker, Sharon Callum. A roll call vote was taken. All voted in favor.**

**4:20 Motion: to come out of Executive Session. Made by: Nelson. Seconded by: Jarvis. Voice vote: All in favor.**

**Agenda Item No. 4. Probable Executive Session Per RSA 91-A:3.II.b. The hiring of any person as a public employee.**

**4:21 Motion: to go into Executive Session Per RSA 91-A:3.II.b. as it pertains to the hiring of any person as a public employee. Made by: Jarvis. Seconded by: Nelson. Roll call vote was taken. The motion carried unanimously, in favor. Those in Executive Session included: all three Commissioners, Carl Weber, and the minute taker - Callum.**

**5:01 Motion: to come out of Executive Session. Made by: Nelson. Seconded by: Jarvis. Voice vote: All in favor.**

Barrette noted he would have a biomass project update at their next meeting.

**Agenda Item No. 6. Meeting Minutes Review**

Agenda Item No. 6.a. July 15<sup>th</sup> 3:00 PM Public Meeting Minutes

**5:02 Motion: to accept the July 15<sup>th</sup> 3:00 p.m. minutes as presented. Made by: Jarvis. Seconded by: Nelson. Voice vote: All in favor.**

Agenda Item No. 6.b. July 17<sup>th</sup> 8:30 AM Executive Session Meeting Minutes

Comm. Jarvis noted she would be typing these up.

Agenda Item No. 6.c. July 24<sup>th</sup> 9:00 AM Special Meeting Minutes

**5:02 Motion: to accept the July 24<sup>th</sup> special meeting minutes with one update noted by Comm. Jarvis. Made by: Jarvis. Seconded by: Nelson. Voice vote: All in favor.**

Agenda Item No. 6.d. July 24<sup>th</sup> 10:02 AM Executive Session Meeting Minutes

Comm. Jarvis noted she would be typing these up.

Agenda Item No. 6.e. August 5<sup>th</sup>, 3:00 PM Public Meeting Minutes

**5:04 Motion: to accept the Aug. 5<sup>th</sup> 3:00 p.m. public meeting minutes. Made by: Jarvis. Seconded by: Nelson. Voice vote: All in favor.**

Agenda Item No. 6.f. August 19<sup>th</sup>, 2:20 PM DOC Compliance Tour Notes

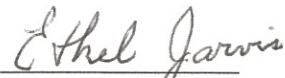
**5:05 Motion: to accept the DOC compliance tour minutes of August 19<sup>th</sup>. Made by: Jarvis. Seconded by: Nelson. Voice vote: All in favor.**

Agenda Item No. 6.g. August 19<sup>th</sup> 3:00 PM Public Meeting Minutes

**5:05 Motion: to accept the August 19<sup>th</sup> 3:00 minutes. Made by: Jarvis. Seconded by: Nelson. Voice vote: All in favor.**

**5:05 Motion: to adjourn. Made by: Jarvis. Seconded by: Nelson. Voice vote: All in favor.**

*Respectfully submitted,*



*Ethel Jarvis, Clerk  
Board of Commissioners*

Date approved: 9-23-13





**Monday September 9<sup>th</sup>, 2013**

Sullivan County NH, Board of Commissioners

**Business Meeting  
AGENDA - Revised**

**Location: Newport NH County Complex**

County Administration Building, 14 Main Street,  
1<sup>st</sup> Floor Commissioners Conference Room, Newport, NH, 03773

- 3:00 PM – 3:10 PM    1.    CHI Medical Reserve Corps Collaborative -  
Grant Application for \$20,000 & MOU with  
Upper Valley MRC: Review & Approval to  
accept funds
- 3:10 PM – 3:30 PM    2.    Commissioners Reports  
a. FY '13 End of Year Financial Audit Update  
b. FY '14 Financials Update  
    i.    August Revenue & Expense reports  
    ii.    CD renewal notification discussion  
c. County Manager Search Update  
d. 2014 CAP Spreadsheet Review – Tabled  
    from 8/19/13 Meeting  
e. Other Old Business  
f. Any New Business  
    i.    Primex CAP Property & Liability  
        Program for FY15 – FY16: Review &  
        Ratification  
    ii.    County Manager Job Description  
        Update  
    iii.    NHAC Executive Committee: Vacant  
        Position - discuss appointment or  
        waiting until new County Manager  
        starts
- 3:30 PM – 3:45 PM    3.    Public Participation

The times reflected on this agenda, other than the start time, are estimates. Actual time will depend on level of interest and participation.



- |                   |         |    |  |
|-------------------|---------|----|--|
| 3:45 PM           | 4:45 PM | 4. | Probable Executive Session Per RSA 91-A:3.II.b. The hiring of any person as a public employee  |
| 4:45 PM           | 4:55 PM | 5. | Probable Executive Session Per RSA 91-A:3.II.a. Relating to a personnel issue  |
| 4:55 PM – 5:00 PM |         | 6. | Meeting Minutes Review <ul style="list-style-type: none"><li>a. Jul. 15<sup>th</sup> 3:00 PM Public Meeting Minutes</li><li>b. Jul. 17<sup>th</sup> 8:30 AM Executive Session Meeting Minutes</li><li>c. Jul. 24<sup>th</sup> 9:00 AM Special Meeting Minutes</li><li>d. Jul. 24<sup>th</sup> 10:02 Executive Session Meeting Minutes</li><li>e. Aug. 5<sup>th</sup> 3:00 PM Public Meeting Minutes</li><li>f. Aug. 19<sup>th</sup> 2:20 PM DOC Compliance Tour Notes</li><li>g. Aug. 19<sup>th</sup> 3:00 PM Public Meeting Minutes</li></ul> |
| 5:00 PM           |         | 7. | Adjourn meeting  |

The times reflected on this agenda, other than the start time, are estimates. Actual time will depend on level of interest and participation.





*Upcoming Events / Meetings*

**SEPTEMBER - National Preparedness Month** – See Press Release.

**Sep 11<sup>th</sup> Wed.** **FALL BULB SALE!** Details and order form available at the Sullivan County ***Conservation District Fall Bulb Sale*** web page **at:**  
**[http://www.sullivancountynh.gov/index.php?n=fall\\_bulb\\_sale](http://www.sullivancountynh.gov/index.php?n=fall_bulb_sale)**

**Sep 20<sup>th</sup> Fri.** ***At Risk Youth Subcommittee of the S.C. Criminal Justice Coordinating Committee:***  
**Time: 2:00 PM Regular Business Meeting**  
Place: Newport, NH – County Administration Building, 14 Main Street, Newport, NH, 03773 – 1<sup>st</sup> Floor Commissioners Conference Room

**Sep 23<sup>rd</sup> Mon.** **County Commissioners Meeting**  
**Time: 3:00 PM Regular Business Meeting**  
Place: Unity, NH – 5 Nursing Home Drive, Sullivan County Health Care Facility, Frank Smith Living Room – 1<sup>st</sup> Floor



To: Registered Regional Medical Reserve Corps (MRC) Units in NH  
 From: Alyson Cobb  
 Date: August 5, 2013  
 Re: Subcontracts to Support MRC Development

On behalf of the NH Department of Health and Human Services, the Community Health Institute (CHI) is executing a subcontract with each of the 13 regional NH MRC units. Activities under this subcontract should support the ongoing recruitment, training, and deployment of the MRC volunteers.

Funds in the amount of \$10,000 for each regional MRC unit will be made available. Awards will be contingent on the submission of an approved budget, budget justification, and workplan developed in accordance with the guidelines laid out in this document.

#### Subcontract Award and Reporting Timeline:

Activity	Deadline
Submission of application documents	Applications will be accepted on a rolling basis until April 18, 2014
Funds awarded	Within 30 days of returned contract documents
Programmatic and financial reports due	July 31, 2014

#### Application Next Steps:

1. Complete the workplan template detailing your proposed activities, including your proposed timeline and measures for activities. Please see the instructions in the workplan template detailing the appropriate placement of proposed activities according to the Public Health Preparedness Capabilities' volunteer management capability functions and tasks. *Note that all proposed activities should complement or enhance activities in your PHEP workplans, not supplant those activities.*
2. Complete the budget and budget justification forms. On the budget justification form, be sure to include the total budgeted for each line item and include a brief description of the planned use of funds in that line item.
3. If the host agency for the applying MRC unit differs from that of the PHN contract in your region, the PHN host agency must write a letter of support for the MRC host agency to be submitted with your proposal materials.
4. Return your proposed budget and workplan to the address in the left hand margin or [acobb@jsi.com](mailto:acobb@jsi.com). Materials will be reviewed on a rolling basis, so the sooner you return your materials, the sooner you will receive your subcontract documents.
5. On approval of your proposal, you will receive the necessary documents and a subcontract to be signed and returned to CHI.

#### Progress Reporting:

Note that these application materials are designed to facilitate progress reporting. Filling out the "Current Status" row of the workplan will fulfill the programmatic reporting requirement. Likewise, filling out the "Expended" column of your

501  
 South Street  
 Second Floor  
 Bow  
 New Hampshire  
 03304  
 Voice: 603.573.3300  
 Fax: 603.573.3301  
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 JSI Research & Training  
 Institute, Inc.  
 A Nonprofit Organization



**New Hampshire's Public Health Institute**





budget will fulfill the financial reporting requirement. All subcontract recipients will be required to submit a narrative progress report and financial report to CHI by July 31, 2014.

Please contact me at [acobb@jsi.com](mailto:acobb@jsi.com) or 603-573-3319 with any questions.

Sincerely,  
Alyson Cobb

501

South Street

Second Floor

Bow

New Hampshire

03304



Voice: 603.573.3300



Fax: 603.573.3301



A Division of

JSI Research & Training

Institute, Inc.

A Nonprofit Organization



New Hampshire's Public Health Institute

A.3.

**Community Health Institute**  
**Subcontract to Support Medical Reserve Corps Development**  
**July 1, 2013 - June 30, 2014**  
**Agency: Sullivan County, NH**  
**JOINT GRANT APPLICATION on behalf of Greater Sullivan County and Upper Valley MRC Regions**

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**Instructions:** Fill in the name of your agency above, and regional activities, date/person responsible, and evaluation measure under each function below. You do not need to include activities under all 4 functions.

CDC Capability 15: Volunteer Management		
Function 1: Coordinate volunteers		
Regional Activity	Date/Person Responsible	Evaluation Measure
Task 1: Prior to an incident, identify the types and numbers of volunteers most likely to be needed in a public health agency's response based on the jurisdictional community risk assessment.		
1. <u>Hire a 10 hr per week MRC Assistant position to conduct marketing and advertising campaign in FY 14</u>	A. <u>Sept 2014, JR, Chris Smith</u>	<u>Position hired</u>
2. <u>Marketing and Advertising campaign on behalf of both regions, to include:</u>	B. <u>09/2013 and 01/2014 – MRC Assistant</u>	<u>JIVE records</u>
<u>A. Participation in Operation JIVE, including all JIVE activities</u>	C. <u>09/2013 – MRC Assistant will arrange ads</u>	<u>Web site data</u>
<u>B. Two advertisements of ½ page in Kearsarge Shopper</u>	D. <u>Radio ads during Prep Month – JR, MRC Assistant</u>	<u>Facebook data and Likes</u>
<u>C. At least one advertisement – index card size, in Valley News publication</u>	E. <u>RVCC staff, MRC Assistant, by Spring Semester Jan 2013</u>	<u>Twitter data and Followers,</u>
<u>D. Radio – 30 second spots on WNTK Talk Radio, 2x per day for 14 days</u>	F. <u>Doolittle's Printserve, Sept 2013</u>	<u>Number of Tweets</u>
<u>E. Insertion to 1000 students at River Valley Community College</u>	G. <u>Mailing in 3<sup>rd</sup> week of Sept 2013, during Prep Month, through NH Quality Mailing Services</u>	<u>Number of Advertisements</u>
<u>F. Printing of 1000 brochures for mailings</u>	H. <u>Two information sessions before <del>February 14</del> June 30th</u>	<u>Number of RVCC students who were sent an insertion</u>
<u>G. Major mailing of a letter to recruit members, through list of nurses and medical professionals obtained through Quality Mailing Services, NH</u>		<u>Number of radio spots aired</u>
<u>H. At least two new information sessions/ orientations</u>		<u>Mailing sent, number of responses</u>
		<u>Number of attendees at two information/ orientation sessions</u>

Comment [J1]: The majority of your activities will likely be under Function 1.

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<b>Task 2: Prior to an incident, coordinate with existing volunteer programs (e.g., ESAR-VHP, MRC) and partner organizations to support the pre-incident recruitment of volunteers that may be needed in a public health agency's response.</b>		
1. <u>Advertisements per above, to recruit new members, will feature NHRESPONDS, -</u> A. <u>Update Websites of both MRC Units to include easier application process, and link to NHRESPONDS</u> B. <u>Utilize Twitter and Facebook to advocate recruitment to NHRESPONDS and ESAR VHP system</u> C. <u>Utilize NHRESPONDS and ESAR VHP to invite volunteers to trainings and responses</u> D. <u>Encourage new volunteers to attend, during Valley Regional Hospital Health Fair event</u> 1.	A. <u>Website update – by MRC Assistant, or Chris Smith, or JR, and completed by Functional Art Solutions of Newport</u> B. <u>Twitter – Tweets at least twice per week, by MRC Assistant staff member</u> C. <u>Facebook entries at least once per week, by MRC Assistant staff</u> C. <u>per trainings, quarterly, Chris Smith</u> D. <u>Health Fair event in October 2013 –MRC volunteers and staff</u>	<u>Website updates</u> <u>NHRESPONDS data</u> <u>Twitter data</u> <u>FB data</u> <u>ESAR VHP data</u> <u>Number of new members on NHRESPONDS system</u> <u>Number of trainings held</u> <u>Number of members who attended trainings</u>
<b>Task 3: Prior to an incident, assure pre-incident screening and verification of volunteers' credentials through jurisdictional ESAR-VHP and MRC.</b>		
1. <u>Hire Consultant, Chris Smith, to continue coordinating volunteer information, and keep volunteer records through NH RESPONDS and Excel Databases. This consultant will also be responsible for organizing volunteer trainings to maintain their core competencies.</u> 2. <u>Utilize NHRESPONDS SYSTEM to ensure all volunteers are registered</u> 3. <u>Learn how to sort volunteers via tiers of credentials, on NHR</u> 4. <u>Enforce background check policy for all volunteers; conduct background checks via NH State paperwork</u> 1.	<u>Hiring- JR – Sept 1 2014</u>  <u>NHR system entries by Chris Smith, consultant, regularly – at least weekly</u>	<u>Consultant hired</u> <u>NHRESPONDS data</u> <u>Number of registered volunteers (compare each month to see growth of unit(s))</u> <u>Sort by Credential on NHR,</u> <u>Reports generated on NHR</u> <u>Background Checks completed</u>
<b>Task 4: Prior to an incident and as necessary at the time of an incident, support provision of initial and ongoing emergency response training for registered volunteers. Training should be supported in partnership with jurisdictional MRC unit(s) and other partner groups</b>		
1. <u>Ensure that volunteers obtain their core competency trainings. Hold at least three trainings in FY 14</u> 2. <u>Hold regular (quarterly) MRC member meetings – joint-regionjoint region meetings as possible.</u> 3.	<u>Quarterly trainings/ meetings. Chris Smith , trainers</u>	<u>Number of trainings held</u> <u>Number of volunteers in attendance</u> <u>Number of meetings</u> <u>Meeting minutes</u>
<b>Current Status: (to be filled in for final programmatic reporting)</b>		

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CDC Capability 15: Volunteer Management Function 2: Notify volunteers		
Regional Activity	Date/Person Responsible	Evaluation Measure
Task 1: At the time of an incident, identify the desired skills and quantity of volunteers needed for the incident from the pre-incident volunteer registration.		
1.		
Task 2: At the time of an incident, contact pre-incident registered volunteers using multiple modes of communication.		
1.		
Task 3: At the time of an incident, notify volunteers who are able and willing to respond of where and how to report.		
1.		
Task 4: At the time of an incident, coordinate with partner agencies to confirm credentials of responding volunteers.		
1.		
Task 5: At the time of an incident, notify partner agencies of any need for additional volunteers.		
1.		
Current Status: (to be filled in for final programmatic reporting)		

**Comment [J2]:** Use Function 2 for any exercise-related activities (e.g., notification/activation drills).

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CDC Capability 15: Volunteer Management Function 3: Organize, assemble, and dispatch volunteers		
Regional Activity	Date/Person Responsible	Evaluation Measure
Task 1: If the incident differs from or exceeds the public health agency's pre-incident-defined volunteer plans, identify additional volunteers that have the necessary credentials and skills.		
1.		
Task 2: Assure deployment briefing of public health volunteers, including safety and incident-specific training.		
1.		
Task 3: Assure tracking and rotation of volunteers as indicated by the incident and by relevant job function.		
1.		
Task 4: Manage spontaneous volunteers who may request to support the public health agency's response, either through incorporating them into the response or by triaging them to other potential volunteer resources.		
1.		
Task 5: Coordinate state and jurisdictional response roles for federal public health staff deployed to the jurisdiction.		
1.		
Current Status: (to be filled in for final programmatic reporting)		

**Comment [J3]:** This section should only be completed if you are working on parts of your volunteer management plan specific to planning resource elements under Function 3 (for example, volunteer briefing templates, plans to manage spontaneous volunteers, etc.)

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<b>CDC Capability 15: Volunteer Management</b>		
<b>Function 4: Demobilize volunteers</b>		
<b>Regional Activity</b>	<b>Date/Person Responsible</b>	<b>Evaluation Measure</b>
<b>Task 1: Track (record or document) the demobilization of volunteers.</b>		
1.		
<b>Task 2: Assure coordination of out-processing of volunteers.</b>		
1.		
<b>Task 3: Coordinate with jurisdictional authorities and partner groups to identify community resources that can support volunteer post-deployment medical screening, stress, and well-being assessment and, when requested or indicated, referral to medical and mental/behavioral health services.</b>		
1.		
<b>Current Status:</b> (to be filled in for final programmatic reporting)		

**Comment [J4]:** This section should only be completed if you are working on parts of your volunteer management plan specific to planning resource elements under Function 3 (for example, processes to demobilize volunteers, conducting volunteer exit screenings)

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**MEDICAL RESERVE CORPS MARKETING ASSISTANT (PART TIME)**

**POSITION DESCRIPTION – Updated 08/28/2013**

POSITION TITLE: Medical Reserve Corps Marketing Assistant

REPORTS TO: Public Health Network Coordinator – (Greater Sullivan County)

**DETAILS:**

This is an unbenefited position paid through Sullivan County payroll system. The position offers a pay rate of \$12.50 per hour and is grant funded, through the Community Health Institute with Sullivan County, NH as Fiscal Agent. This is a temporary position, for 30 weeks at 10 hours per week, ending by 07/30/2014.

**SKILLS:**

This position involves skills in: Program planning and policy development; Communication; Community Relations and Volunteer Sustainability; Project Management.

**RESPONSIBILITIES:**

**Primary Role:**

Contribute to development of Greater Sullivan County Medical Reserve Corps and Upper Valley Medical Reserve Corps, including

1. Complete mailings to registered Nurses, Doctors, and other medical professionals both currently practicing and retired
2. Place advertisements in local papers.
3. Place radio spots in local radio media.
4. Register and set up and man displays to be placed at prominent events, such as farmers' markets, community races, local fairs, and other events as appropriate
5. MRC promotional article in NH Nursing News publication for recruitment
6. Maintain social media using Facebook, Twitter and websites.
7. **Other duties as assigned**

**POSITION REQUIREMENTS:**

Able to work well and effectively communicate with people by phone, email, or in person

Clear public speaking ability – effectively present to a group.

Able to work with standard office equipment: telephone, fax machine, photocopier

Able to use Microsoft Word, Excel, PowerPoint, email

Word processing, writing skills suitable for professional and informational publications

Database management: data entry, basic statistical analyses

Able to efficiently multi-task

Physical Requirements: sight, speech, hearing, touch, grasp, finger dexterity.

**WORKING CONDITIONS:**

Working conditions are normal for an office environment.

The incumbent does not supervise others.

## **MEDICAL RESERVE CORPS ASSISTANT COORDINATOR**

### **CONTRACT – Draft 8/8/2013**

POSITION TITLE: Medical Reserve Corps Assistant to Units 1558 and 1776 (contractor)

REPORTS TO: MRC Unit Director

#### **DETAILS:**

This is an unbenefited position via subcontract status. The contractor will not be paid through Sullivan County payroll system. Contractor will complete W9 form and will submit invoice for reimbursement bi-weekly or monthly. The position offers a pay rate of up to **\$15.50** per hour for **up to 15 hours per week**, and is grant funded, through the Community Health Institute with Sullivan County, NH as Fiscal Agent. The contractor will assist two MRC Regions – Greater Sullivan County MRC Unit # 1558 with Jessica Rosman as MRC Director, and MRC Unit # 1776 with Steven Allen as MRC Director.

#### **SKILLS:**

This position involves skills in: Program planning and policy development; Communication; Community Relations and Volunteer Sustainability; Project Management; Basic health and safety sciences; Health Services Organization, and Analysis and epidemiology skills.

#### **RESPONSIBILITIES:**

##### **Primary Role:**

Contribute to development of Greater Sullivan County Medical Reserve Corps and the Upper Valley Regional Medical Reserve Corps including the following duties for both Units:

1. Utilize NHRESPONDS database for volunteer tracking and event management.
2. Monitor MRC email and social media updates to Twitter and Facebook.
3. Scheduling and deployment of volunteers,
4. Develop and maintain volunteer documents and forms.
5. Schedule quarterly meetings.
6. Develop training schedule, obtain instructors and venues for Unit member trainings and Core Competencies.
7. Regular MRC member and volunteer communications
8. Conduct events, conduct trainings, conduct MRC orientations
9. **Other duties as assigned**

#### **POSITION REQUIREMENTS:**

##### **EXPERIENCE:**

At least 2 years' experience with community health organizations, practice, and services.

##### **SKILLS:**

Able to work well and effectively communicate with people by phone, email, or in person  
Clear public speaking ability – effectively present to a group.



## Memorandum of Understanding

Between

Greater Sullivan County Medical Reserve Corps and Upper Valley Medical Reserve Corps

### 2014 New Hampshire MRC Mini Grant

The Greater Sullivan County Medical Reserve Corps and the Upper Valley Medical Reserve Corps in order to acquire the maximum efficiency from the 2014 New Hampshire MRC Mini Grants, which is administered through the Community Health Institute, have agreed to combine the two regions grants of \$10,000 each for a total of \$20,000. This sum will go to the Greater Sullivan County Medical Reserve Corps who will administer the grant and services between the Greater Sullivan County Medical Reserve Corps and Upper Valley Medical Reserve Corps.

Shared services to consist of a Contracted person as *Medical Reserve Corps Assistant* who will provide to the Upper Valley MRC 7.5 hours a week – this person will invoice Sullivan County NH for services to include but not limited to:

1. Utilize NHRESPONDS database for volunteer tracking and event management.
2. Monitor MRC email and social media updates to Twitter and Facebook.
3. Scheduling and deployment of volunteers,
4. Develop and maintain volunteer documents and forms.
5. Schedule quarterly meetings.
6. Develop training schedule, obtain instructors and venues for Unit member trainings and Core Competencies register Coursed to obtain Continuing Education Units for Medical volunteers.
7. Regular MRC member and volunteer communications
8. Conduct events, conduct trainings, conduct MRC orientations
9. Other duties as assigned

A part time staff person will be hired as *Medical Reserve Corps Marketing Assistant* through Greater Sullivan County MRC, and through Sullivan County NH Payroll, concentrating on Recruitment and Marketing of Medical Volunteers for the Greater Sullivan County MRC and the Upper Valley Medical Reserve Corps. This person will provide for the Upper Valley:

1. Mailings to registered Nurses, Doctors, and other medical professional both currently practicing and retired.
2. Place an index size advertisement about MRC's in the Valley News.
3. Place radio spots on WNTK radio
4. Register and set up and man displays to be placed at prominent events in the upper Valley such as farmers markets, community races, local Fairs and other events that are appropriate.




5. MRC promotional article in New Hampshire Nursing News for MRC recruitment purposes.
6. Maintain social Media using Facebook, twitter, and websites.

If there are any issues with the performance of services provided by this agreement the coordinators will negotiate a mutual agreeable solution.


Personnel matters as it pertains to the Contractor and Part-Time Staff Person is the responsibility of the hiring organization, Greater Sullivan County Medical Reserve Corps.

### Upper Valley Public Health Region

Steven Allen, Regional Public Health Preparedness Coordinator  
C/O Lebanon Fire Department  
12 South Park St  
Lebanon, NH 03766  
603-727-6185 (cell)  
603-448-8810 (FD)

  
\_\_\_\_\_  
Chief Chris Christopoulos, Lebanon, NH

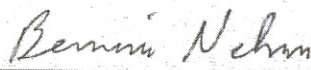
9-4-2013  
DATE

  
\_\_\_\_\_  
Coordinator Steven Allen, Public Health Network and MRC

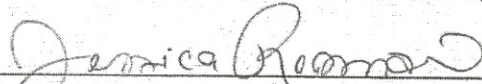
9-4-2013  
DATE

### Greater Sullivan County Public Health Region

Jessica Rosman, Regional Public Health Preparedness Coordinator  
24 Main Street  
Newport, NH 03773  
603-398-2222 (cell)

  
\_\_\_\_\_  
Commissioner Ben Nelson, Sullivan County NH

9/9/13  
DATE

  
\_\_\_\_\_  
Coordinator Jessica Rosman, Public Health Network and MRC

9-4-2013  
DATE

### Community Health Institute

**Bidder/Program Name:** Sullivan County, NH

**Budget Request for:** Subcontract to Support MRC Development in both  
*Greater Sullivan County and Upper Valley*

**Budget Period:** July 1, 2013 - June 30, 2014

Line Item	Budget	Line Item Adj	Expended	Total
Total Salary/Wages	\$ 3,750.00	\$ -	\$ -	\$ 3,750.00
Employee Benefits	\$ -	\$ -	\$ -	\$ -
Consultants	\$ 7,905.00	\$ -	\$ -	\$ 7,905.00
Equipment	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -
Travel	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
Occupancy	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -
Marketing/Communications	\$ 3,845.00	\$ -	\$ -	\$ 3,845.00
Indirect	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
Other: Training Costs	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
<b>TOTAL</b>	<b>\$ 20,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,000.00</b>

Community Health Institute  
**Budget Justification**  
 Subcontract to Support MRC Development  
 Agency: Sullivan County, NH

**JOINT GRANT APPLICATION on behalf of Greater Sullivan County and Upper Valley  
 Medical Reserve Corps Regions**

Explanations are provided for major budget items defining assumptions and calculations used to arrive at cost estimates.

**1. Total Salary/Wages**

**Total: \$3,750**

- A part time staff person will be hired as Medical Reserve Corps Assistant through Sullivan County MRC,
  - a. 10 hours per week for approx. 30 weeks,
  - b. 300 hours, at \$12.50 per hour = \$3,750
- 1. Mailings to registered Nurses, Doctors, and other medical professional both currently practicing and retired.
- 2. Place advertisements in local papers.
- 3. Place radio spots on WNTK Radio
- 4. Register and set up and man displays to be placed at prominent events such as farmers markets, community races, local Fairs and other events that are appropriate.
- 5. MRC promotional article in New Hampshire Nursing News for MRC recruitment purposes.
- 6. Maintain social Media using Facebook, twitter, and websites.

**2. Employee Benefits**

**Total: \$ 0**

**3. Consultants**

**Total: \$7,905**

Chris Smith to work 15 hours per week as a Consultant, at \$15.50 per hour, from Sept 1 thru June 30, 2014- approximately 34 weeks, or 510 hours = \$7905. This position will be hired by the Sullivan County MRC and will be shared for two regions - ~~(7hrs/week)~~ (7hrs/week) -Greater Sullivan County Unit # 1558 as well as ~~(7hrs/week)~~ (7hrs/week) Upper Valley Regional MRC Unit #1776. The Contractor will be paid through submitting invoice to the Greater Sullivan County fiscal agent, Sullivan County NH. This contractor will assist the Greater Sullivan County Medical Reserve Corps and Upper Valley Medical Reserve Corps with the following activities:

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1. Utilize NHRESPONDS database for volunteer tracking and event management.
2. Monitor MRC email and social media updates to Twitter and Facebook.
3. Scheduling and deployment of volunteers.
4. Develop and maintain volunteer documents and forms.
5. Schedule quarterly meetings.
6. Develop training schedule, obtain instructors and venues for Unit member trainings and Core Competencies.
7. Regular MRC member and volunteer communications



8. Conduct events, conduct trainings, conduct MRC orientations

9. Other duties as assigned

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- |                     |                        |
|---------------------|------------------------|
| <b>4. Equipment</b> | <b>Total: \$ 0</b>     |
| <b>5. Supplies</b>  | <b>Total: \$ 0</b>     |
| <b>6. Travel</b>    | <b>Total: \$1,500.</b> |

Mileage will be paid to Consultant, to MRC Director, and to part time staff member at .556 per mile.

- |                                      |                    |
|--------------------------------------|--------------------|
| <b>7. Occupancy</b>                  | <b>Total: \$ 0</b> |
| <b>8. Telephone</b>                  | <b>Total: \$ 0</b> |
| <b>9. Postage see marketing line</b> | <b>Total: \$ 0</b> |
| <b>10. Insurance</b>                 | <b>Total: \$ 0</b> |

<b>11. Marketing/Communications</b>	<b>Total: \$3,845</b>
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- Two advertisements of ½ page in Kearsarge Shopper at \$200 per insertion = \$400
- One advertisement – index card size, in Valley News publication - \$200.00
- Radio – 30 second spots on WNTK Talk Radio, twice per day for 14 days at \$15 per spot = \$420
- Insertion to 1000 students at River Valley Community College \$ 100
- Printing of 1000 brochures for mailings \$350
- Envelopes \$250
- Mailing cost for Letters to Nurses and physicians through NH Quality Mailing Services estimate \$1905
- Cost for Nurses and physicians mailing list per NH Quality Mailing Services \$600

<b>12. Indirect Costs</b>	<b>Total: \$2,000</b>
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<b>13. Other: Training Costs</b>	
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- Room rentals
- Instructor fees
- Training materials
- Light refreshments for trainings over two hours

**Total: \$1,000**

B.4

**TOTAL BUDGET REQUESTED: \$ 20,000.**

## Sullivan County

Appendix C.1

## A. Monthly Revenue - Detail

Fiscal Year: 2013-2014

☐ Subtotal by Collapse Mask☐ Include pre encumbrance☐ Print accounts with zero balance

From Date: 7/1/2013

To Date: 8/31/2013

☒ Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.100.04000	SUBSIDIARY REVENUES	(\$13,885,603.00)	\$0.00	\$0.00	(\$13,885,603.00)	\$0.00	(\$13,885,603.00)	100.00%
10.100.04001	INTEREST INCOME & SAVINGS	(\$12,500.00)	(\$485.31)	(\$485.31)	(\$12,014.69)	\$0.00	(\$12,014.69)	96.12%
10.100.04015	MISCELLANEOUS INCOME	\$0.00	(\$304.70)	(\$304.70)	\$304.70	\$0.00	\$304.70	0.00%
10.100.08055	SALE OF TIMBER	(\$15,000.00)	\$0.00	\$0.00	(\$15,000.00)	\$0.00	(\$15,000.00)	100.00%
10.100.08058	LAND RENTAL	(\$1,225.00)	(\$120.84)	(\$120.84)	(\$1,104.16)	\$0.00	(\$1,104.16)	90.14%
10.100.09083	BEAGLE CLUB TAX REVENUE	(\$1,500.00)	\$0.00	\$0.00	(\$1,500.00)	\$0.00	(\$1,500.00)	100.00%
10.100.09090	PRIOR YEAR FUND BAL-USED TO RE	(\$1,090,500.00)	\$0.00	\$0.00	(\$1,090,500.00)	\$0.00	(\$1,090,500.00)	100.00%
10.410.09081	EXTRADITION REIMBURSEMENT	(\$8,000.00)	(\$536.81)	(\$536.81)	(\$7,463.19)	\$0.00	(\$7,463.19)	93.29%
10.411.04019	VICTIM/WITNESS PROGRAM	(\$34,000.00)	\$0.00	\$0.00	(\$34,000.00)	\$0.00	(\$34,000.00)	100.00%
10.411.04020	VICTIM/WITNESS EDUCATION GRANT	(\$1,500.00)	\$0.00	\$0.00	(\$1,500.00)	\$0.00	(\$1,500.00)	100.00%
10.440.09012	SHERIFFS WRIT FEES	(\$84,000.00)	(\$14,137.52)	(\$14,137.52)	(\$69,862.48)	\$0.00	(\$69,862.48)	83.17%
10.440.09085	SHERIFF: MISCELLANEOUS INCOME	(\$14,000.00)	(\$343.00)	(\$343.00)	(\$13,657.00)	\$0.00	(\$13,657.00)	97.55%
10.443.09084	SECURED JUVENILE TRANSPORTS	(\$6,000.00)	(\$285.12)	(\$285.12)	(\$5,714.88)	\$0.00	(\$5,714.88)	95.25%
10.460.04018	BAILIFF REFUND	(\$59,905.00)	(\$4,231.04)	(\$4,231.04)	(\$55,673.96)	\$0.00	(\$55,673.96)	92.94%
10.490.04021	WOODHULL/OPERA HOUSE RENTAL II	(\$210,984.00)	(\$35,164.00)	(\$35,164.00)	(\$175,820.00)	\$0.00	(\$175,820.00)	83.33%
10.600.06040	HUMAN SERVICE STATE CREDITS	(\$25,000.00)	\$0.00	\$0.00	(\$25,000.00)	\$0.00	(\$25,000.00)	100.00%
10.600.06041	COUNTY JAIL INCOME	(\$32,500.00)	(\$2,054.25)	(\$2,054.25)	(\$30,445.75)	\$0.00	(\$30,445.75)	93.68%
10.600.06044	CONTRACT INMATE HOUSING	(\$40,000.00)	\$0.00	\$0.00	(\$40,000.00)	\$0.00	(\$40,000.00)	100.00%
	COUNTY JAIL INCOME-COMMISSION	(\$35,000.00)	(\$2,212.41)	(\$2,212.41)	(\$32,787.59)	\$0.00	(\$32,787.59)	93.68%
	Fund: GENERAL FUND - 10	(\$15,557,217.00)	(\$59,875.00)	(\$59,875.00)	(\$15,497,342.00)	\$0.00	(\$15,497,342.00)	99.62%



# Sullivan County

C.2

## A. Monthly Revenue - Detail

Fiscal Year: 2013-2014

From Date: 7/1/2013

To Date: 8/31/2013

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

Account Number

Description

GL Budget

Range To Date

YTD

Balance

Encumbrance

Budget Balance % Bud

22.010.03007	SURCHARGE FEES	\$0.00	(\$2,851.91)	(\$2,851.91)	\$2,851.91	\$0.00	\$2,851.91	0.00%
22.420.02011	REGISTER OF DEEDS: FEES	(\$340,000.00)	(\$56,763.71)	(\$56,763.71)	(\$283,236.29)	\$0.00	(\$283,236.29)	83.30%
	Fund: REGISTER OF DEEDS - 22	(\$340,000.00)	(\$59,615.62)	(\$59,615.62)	(\$280,384.38)	\$0.00	(\$280,384.38)	82.47%

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# Sullivan County

C.3

## A. Monthly Revenue - Detail

From Date: 7/1/2013

To Date: 8/31/2013

Fiscal Year: 2013-2014

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
24.345.04300	ENFORCING UNDERAGE DRINKING	(\$10,000.00)	\$0.00	\$0.00	(\$10,000.00)	\$0.00	(\$10,000.00)	100.00%
24.527.05200	JAG	(\$12,052.00)	(\$2,619.37)	(\$2,619.37)	(\$9,432.63)	\$0.00	(\$9,432.63)	78.27%
24.606.06039	GED TRAILS PROGRAM \$3,500	(\$3,500.00)	\$0.00	\$0.00	(\$3,500.00)	\$0.00	(\$3,500.00)	100.00%
24.645.06500	OUTSIDE DETAIL	(\$95,455.00)	(\$18,929.44)	(\$18,929.44)	(\$76,525.56)	\$0.00	(\$76,525.56)	80.17%
24.646.06500	HIGHWAY SAFETY	(\$6,505.00)	\$0.00	\$0.00	(\$6,505.00)	\$0.00	(\$6,505.00)	100.00%
24.745.07500	DRUG TASK FORCE REIMBURSEMENT	(\$30,000.00)	(\$7,191.35)	(\$7,191.35)	(\$22,808.65)	\$0.00	(\$22,808.65)	76.03%
24.953.05900	REGIONAL NETWORK/CURN	(\$62,266.67)	\$0.00	\$0.00	(\$62,266.67)	\$0.00	(\$62,266.67)	100.00%
24.953.05901	REGIONAL NETWORK/CURN INDIRECT	(\$3,113.33)	\$0.00	\$0.00	(\$3,113.33)	\$0.00	(\$3,113.33)	100.00%
24.955.05774	PHNC - INDIRECT	(\$1,230.00)	\$0.00	\$0.00	(\$1,230.00)	\$0.00	(\$1,230.00)	100.00%
24.955.05775	PHNC -	(\$74,770.00)	\$0.00	\$0.00	(\$74,770.00)	\$0.00	(\$74,770.00)	100.00%
24.964.07000	SAMHSA DFC	(\$125,000.00)	\$0.00	\$0.00	(\$125,000.00)	\$0.00	(\$125,000.00)	100.00%
24.982.05766	RPHNS IMMUNIZATION REVENUE \$8,	(\$8,920.00)	\$0.00	\$0.00	(\$8,920.00)	\$0.00	(\$8,920.00)	100.00%
24.982.05767	RPHNS INDIRECT REVENUE \$875.00	(\$705.00)	\$0.00	\$0.00	(\$705.00)	\$0.00	(\$705.00)	100.00%
	Fund: GRANTS - 24	(\$433,517.00)	(\$28,740.16)	(\$28,740.16)	(\$404,776.84)	\$0.00	(\$404,776.84)	93.37%



# Sullivan County

C.4

## A. Monthly Revenue - Detail

Fiscal Year: 2013-2014

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

From Date: 7/1/2013

To Date: 8/31/2013

☒ Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
40.097.05021	INCOME STATE WELFARE	(\$5,900,605.00)	(\$519,224.77)	(\$519,224.77)	(\$5,381,380.23)	\$0.00	(\$5,381,380.23)	91.20%
40.097.05022	INCOME FROM PRIVATE	(\$1,741,050.00)	(\$143,049.98)	(\$143,049.98)	(\$1,598,000.02)	\$0.00	(\$1,598,000.02)	91.78%
40.097.05023	PRIVATE INSURANCE REVENUE	(\$35,000.00)	(\$4,000.00)	(\$4,000.00)	(\$31,000.00)	\$0.00	(\$31,000.00)	88.57%
40.097.05024	CAFETERIA INCOME	(\$17,500.00)	(\$4,801.35)	(\$4,801.35)	(\$12,698.65)	\$0.00	(\$12,698.65)	72.56%
40.097.05026	MISCELLANEOUS INCOME	(\$20,000.00)	(\$4,999.87)	(\$4,999.87)	(\$15,000.13)	\$0.00	(\$15,000.13)	75.00%
40.097.05034	MEALS REIMBURSEMENT	(\$340,051.00)	(\$56,675.18)	(\$56,675.18)	(\$283,375.82)	\$0.00	(\$283,375.82)	83.33%
40.097.05037	RESPIRE CARE: HCBC	(\$5,000.00)	\$0.00	\$0.00	(\$5,000.00)	\$0.00	(\$5,000.00)	100.00%
40.097.05038	PROPORTIONMENT SHARE FUND	(\$1,762,875.00)	\$0.00	\$0.00	(\$1,762,875.00)	\$0.00	(\$1,762,875.00)	100.00%
40.097.05039	MEDICAID ASSESSMENT	(\$1,296,480.00)	\$0.00	\$0.00	(\$1,296,480.00)	\$0.00	(\$1,296,480.00)	100.00%
40.097.05040	MEDICARE PART B PT REVENUE	(\$413,952.00)	(\$27,252.48)	(\$27,252.48)	(\$386,699.52)	\$0.00	(\$386,699.52)	93.42%
40.097.05050	MEDICARE PART A: ROOM RATE RE	(\$1,560,375.00)	(\$52,936.70)	(\$52,936.70)	(\$1,507,438.30)	\$0.00	(\$1,507,438.30)	96.61%
40.097.05060	RESIDENT STORE FUND 40 REV	(\$6,500.00)	(\$391.53)	(\$391.53)	(\$6,108.47)	\$0.00	(\$6,108.47)	93.98%
40.097.06060	CONTRA REVENUE: SCHC	\$200,000.00	\$0.00	\$0.00	\$200,000.00	\$0.00	\$200,000.00	100.00%
	Fund: HEALTH CARE - 40	(\$12,899,388.00)	(\$813,331.86)	(\$813,331.86)	(\$12,086,056.14)	\$0.00	(\$12,086,056.14)	93.69%

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# Sullivan County

C.S

## A. Monthly Revenue - Detail

Fiscal Year: 2013-2014

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

From Date: 7/1/2013

To Date: 8/31/2013

☒ Filter Encumbrance Detail by Date Range

Account Number

Description

GL Budget

Range To Date

YTD

Balance

Encumbrance

Budget Balance % Bud

41.097.05064	NH BOOK FUND - REVENUE	\$0.00	(\$1.77)	(\$1.77)	\$1.77	\$0.00	\$1.77	0.00%
41.097.05067	NH ALIX UNGREN FUND - REVENUE	\$0.00	(\$8.59)	(\$8.59)	\$8.59	\$0.00	\$8.59	0.00%
41.097.05068	NH ELSIE HARDISON FUND - REVEN	\$0.00	(\$2.83)	(\$2.83)	\$2.83	\$0.00	\$2.83	0.00%
	Fund: TRUST FUNDS - 41	\$0.00	(\$13.19)	(\$13.19)	\$13.19	\$0.00	\$13.19	0.00%

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# Sullivan County

C.6

## A. Monthly Revenue - Detail

Fiscal Year: 2013-2014

From Date: 7/1/2013

To Date: 8/31/2013

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

Account Number

Description

GL Budget

Range To Date

YTD

Balance

Encumbrance

Budget Balance % Bud

42.700.06047

BIOMASS BOND/LOAN PROCEEDS

(\$1,500,000.00)

(\$2,800,000.00)

(\$2,800,000.00)

\$1,300,000.00

\$0.00

\$1,300,000.00

-86.67%

Fund: CAPITAL IMPROVEMENTS - 42

(\$1,500,000.00)

(\$2,800,000.00)

(\$2,800,000.00)

\$1,300,000.00

\$0.00

\$1,300,000.00

-86.67%

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# Sullivan County

C.7

## A. Monthly Revenue - Detail

Fiscal Year: 2013-2014

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

Account Number

Description

GL Budget

Range To Date

YTD

Balance

Encumbrance

Budget Balance % Bud

**Grand Total:**

(\$30,730,122.00)

(\$3,761,575.83)

(\$3,761,575.83)

(\$26,968,546.17)

\$0.00

(\$26,968,546.17)

87.76%

End of Report

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## Sullivan County

C8

## A. Monthly Expense Delegates Report

Fiscal Year: 2013-2014

☐ Subtotal by Collapse Mask☐ Include pre encumbrance☐ Print accounts with zero balance

From Date: 7/1/2013 To Date: 8/31/2013

☒ Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.400.10000	ELECTED OFFICIAL SALARY	\$29,655.00	\$5,646.45	\$5,646.45	\$24,008.55	\$23,715.09	\$293.46	0.99%
10.400.10001	OFFICE SALARIES	\$122,081.00	\$22,887.16	\$22,887.16	\$99,193.84	\$104,647.20	(\$5,453.36)	-4.47%
10.400.10007	E.T. BUY BACK	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
10.400.10008	OVERTIME	\$2,500.00	\$1,035.59	\$1,035.59	\$1,464.41	\$0.00	\$1,464.41	58.58%
10.400.11010	FICA	\$11,990.00	\$2,200.29	\$2,200.29	\$9,789.71	\$0.00	\$9,789.71	81.65%
10.400.11011	GROUP LIFE INSURANCE	\$130.00	\$16.40	\$16.40	\$113.60	\$0.00	\$113.60	87.38%
10.400.11012	GROUP HEALTH INSURANCE	\$28,182.00	\$4,696.80	\$4,696.80	\$23,485.20	\$0.00	\$23,485.20	83.33%
10.400.11013	RETIREMENT	\$11,259.00	\$2,155.84	\$2,155.84	\$9,103.16	\$0.00	\$9,103.16	80.85%
10.400.11014	WORKERS COMPENSATION	\$367.00	\$0.00	\$0.00	\$367.00	\$0.00	\$367.00	100.00%
10.400.11015	UNEMPLOYMENT COMP INSURANCE	\$184.00	\$0.00	\$0.00	\$184.00	\$0.00	\$184.00	100.00%
10.400.11016	DENTAL INSURANCE	\$1,287.00	\$210.64	\$210.64	\$1,076.36	\$0.00	\$1,076.36	83.63%
10.400.11017	EDUCATION & TRAINING	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
10.400.11018	EXPENSE ACCOUNT	\$5,600.00	\$0.00	\$0.00	\$5,600.00	\$0.00	\$5,600.00	100.00%
10.400.12029	CONTRACT SERVICES	\$26,200.00	\$288.00	\$288.00	\$25,912.00	\$0.00	\$25,912.00	98.90%
10.400.12030	EQUIPMENT RENTAL	\$3,954.00	\$480.53	\$480.53	\$3,473.47	\$27.61	\$3,445.86	87.15%
10.400.12031	ADVERTISING & PUBLIC RELATIONS	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
10.400.13036	OFFICE SUPPLIES	\$4,500.00	\$32.56	\$32.56	\$4,467.44	\$0.00	\$4,467.44	99.28%
10.400.13037	DUES, LICENSES & SUBSCRIPTIONS	\$9,857.00	\$250.00	\$250.00	\$9,607.00	\$0.00	\$9,607.00	97.46%
10.400.13038	POSTAGE	\$3,000.00	(\$497.52)	(\$497.52)	\$3,497.52	\$0.00	\$3,497.52	116.58%
10.400.16068	TELEPHONE/INTERNET	\$4,000.00	\$329.76	\$329.76	\$3,670.24	\$0.00	\$3,670.24	91.76%
10.400.19082	GENERAL MAINTENANCE & REPAIRS	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
10.400.21097	EQUIPMENT	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
	Dept: COMMISSIONERS OFFICE - 400	\$271,746.00	\$39,732.50	\$39,732.50	\$232,013.50	\$128,389.90	\$103,623.60	38.13%
10.401.10000	ELECTED OFFICIAL SALARY	\$4,965.00	\$945.20	\$945.20	\$4,019.80	\$3,969.84	\$49.96	1.01%
10.401.11010	FICA	\$380.00	\$72.30	\$72.30	\$307.70	\$0.00	\$307.70	80.97%
10.401.11011	GROUP LIFE INSURANCE	\$22.00	\$4.10	\$4.10	\$17.90	\$0.00	\$17.90	81.36%
10.401.11014	WORKERS COMPENSATION	\$12.00	\$0.00	\$0.00	\$12.00	\$0.00	\$12.00	100.00%
10.401.11018	EXPENSE ACCOUNT	\$310.00	\$0.00	\$0.00	\$310.00	\$0.00	\$310.00	100.00%
10.401.12029	CONTRACT SERVICES	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	100.00%
	Dept: TREASURER - 401	\$5,789.00	\$1,021.60	\$1,021.60	\$4,767.40	\$3,969.84	\$797.56	13.78%
10.402.12021	AUDIT	\$35,000.00	\$7,500.00	\$7,500.00	\$27,500.00	\$0.00	\$27,500.00	78.57%
10.402.12023	ACCOUNTANT	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
	Dept: AUDITOR - 402	\$37,000.00	\$7,500.00	\$7,500.00	\$29,500.00	\$0.00	\$29,500.00	79.73%
10.403.10001	SALARY	\$112,388.00	\$20,797.92	\$20,797.92	\$91,590.08	\$0.00	\$91,590.08	81.49%
10.403.10007	E.T. BUY BACK	\$2,162.00	\$0.00	\$0.00	\$2,162.00	\$0.00	\$2,162.00	100.00%
10.403.11010	FICA	\$8,764.00	\$1,428.51	\$1,428.51	\$7,335.49	\$0.00	\$7,335.49	83.70%
10.403.11011	GROUP LIFE INSURANCE	\$22.00	\$4.10	\$4.10	\$17.90	\$0.00	\$17.90	81.36%
10.403.11012	GROUP HEALTH INSURANCE	\$18,312.00	\$3,051.96	\$3,051.96	\$15,260.04	\$0.00	\$15,260.04	83.33%
10.403.11013	RETIREMENT	\$12,337.00	\$2,239.94	\$2,239.94	\$10,097.06	\$0.00	\$10,097.06	81.84%
10.403.11014	WORKERS COMPENSATION	\$267.00	\$0.00	\$0.00	\$267.00	\$0.00	\$267.00	100.00%
10.403.11015	UNEMPLOYMENT COMP INSURANCE	\$46.00	\$0.00	\$0.00	\$46.00	\$0.00	\$46.00	100.00%
10.403.11016	DENTAL INSURANCE	\$801.00	\$131.16	\$131.16	\$669.84	\$0.00	\$669.84	83.63%
10.403.11017	EDUCATION & TRAINING	\$2,750.00	\$0.00	\$0.00	\$2,750.00	\$0.00	\$2,750.00	100.00%
10.403.11018	EXPENSE ACCOUNT	\$1,200.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$1,200.00	100.00%
10.403.11019	TRAVEL	\$2,250.00	\$63.28	\$63.28	\$2,186.72	\$0.00	\$2,186.72	97.19%
10.403.13036	OFFICE SUPPLIES	\$500.00	\$24.99	\$24.99	\$475.01	\$0.00	\$475.01	95.00%
10.403.13037	DUES, LICENSES & SUBSCRIPTIONS	\$970.00	\$0.00	\$0.00	\$970.00	\$0.00	\$970.00	100.00%
10.403.16068	TELEPHONE/INTERNET	\$850.00	\$1.92	\$1.92	\$848.08	\$0.00	\$848.08	99.77%
	Dept: COUNTY MANAGER - 403	\$163,619.00	\$27,743.78	\$27,743.78	\$135,875.22	\$0.00	\$135,875.22	83.04%



# Sullivan County

C9.

## A. Monthly Expense Delegates Report

From Date: 7/1/2013

To Date: 8/31/2013

Fiscal Year: 2013-2014

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.406.10001	EMPLOYEE SALARY	\$50,000.00	\$8,689.97	\$8,689.97	\$41,310.03	\$40,384.71	\$925.32	1.85%
10.406.10007	E.T. BUY BACK	\$962.00	\$0.00	\$0.00	\$962.00	\$0.00	\$962.00	100.00%
10.406.11010	FICA	\$3,825.00	\$604.97	\$604.97	\$3,220.03	\$0.00	\$3,220.03	84.18%
10.406.11011	GROUP LIFE INSURANCE	\$22.00	\$0.00	\$0.00	\$22.00	\$0.00	\$22.00	100.00%
10.406.11012	GROUP HEALTH INSURANCE	\$23,684.00	\$2,960.43	\$2,960.43	\$20,723.57	\$0.00	\$20,723.57	87.50%
10.406.11013	RETIREMENT	\$5,385.00	\$828.48	\$828.48	\$4,556.52	\$0.00	\$4,556.52	84.62%
10.406.11014	WORKERS COMPENSATION	\$105.00	\$0.00	\$0.00	\$105.00	\$0.00	\$105.00	100.00%
10.406.11015	UNEMPLOYMENT COMP INSURANCE	\$46.00	\$0.00	\$0.00	\$46.00	\$0.00	\$46.00	100.00%
10.406.11016	DENTAL INSURANCE	\$1,306.00	\$160.35	\$160.35	\$1,145.65	\$0.00	\$1,145.65	87.72%
10.406.11019	TRAVEL	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
10.406.13032	GENERAL SUPPLIES	\$5,000.00	\$68.25	\$68.25	\$4,931.75	\$0.00	\$4,931.75	98.64%
10.406.13036	OFFICE SUPPLIES	\$500.00	\$337.45	\$337.45	\$162.55	\$0.00	\$162.55	32.51%
10.406.13038	POSTAGE	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
10.406.16068	TELEPHONE/INTERNET	\$550.00	\$66.86	\$66.86	\$483.14	\$0.00	\$483.14	87.84%
	Dept: NATURAL RESOURCES - 406	\$93,385.00	\$13,716.76	\$13,716.76	\$79,668.24	\$40,384.71	\$39,283.53	42.07%
10.407.21095	EMERGENCY RESERVE FUND	\$15,000.00	\$300,525.94	\$300,525.94	(\$285,525.94)	\$0.00	(\$285,525.94)	-1903.51%
	Dept: EMERGENCY RESERVE FUND - 407	\$15,000.00	\$300,525.94	\$300,525.94	(\$285,525.94)	\$0.00	(\$285,525.94)	-1903.51%
10.410.10000	ELECTED OFFICAL SALARY	\$77,802.00	\$15,151.75	\$15,151.75	\$62,650.25	\$61,957.25	\$693.00	0.89%
10.410.10001	ASSISTANT COUNTY ATTORNEY	\$151,432.00	\$28,660.15	\$28,660.15	\$122,771.85	\$120,372.81	\$2,399.04	1.58%
10.410.10002	EMPLOYEE SALARY	\$84,063.00	\$16,469.09	\$16,469.09	\$67,593.91	\$67,880.40	(\$286.49)	-0.34%
10.410.10007	E.T. BUY BACK	\$4,200.00	\$0.00	\$0.00	\$4,200.00	\$0.00	\$4,200.00	100.00%
10.410.10008	OVERTIME	\$5,000.00	\$1,520.11	\$1,520.11	\$3,479.89	\$0.00	\$3,479.89	69.60%
10.410.11010	FICA	\$24,671.00	\$4,479.73	\$4,479.73	\$20,191.27	\$0.00	\$20,191.27	81.84%
10.410.11011	GROUP LIFE INSURANCE	\$135.00	\$22.55	\$22.55	\$112.45	\$0.00	\$112.45	83.30%
10.410.11012	GROUP HEALTH INSURANCE	\$72,043.00	\$10,361.74	\$10,361.74	\$61,681.26	\$0.00	\$61,681.26	85.62%
10.410.11013	RETIREMENT	\$34,733.00	\$6,569.78	\$6,569.78	\$28,163.22	\$0.00	\$28,163.22	81.08%
10.410.11014	WORKERS COMPENSATION	\$1,916.00	\$0.00	\$0.00	\$1,916.00	\$0.00	\$1,916.00	100.00%
10.410.11015	UNEMPLOYMENT COMP INSURANCE	\$303.00	\$0.00	\$0.00	\$303.00	\$0.00	\$303.00	100.00%
10.410.11016	DENTAL INSURANCE	\$4,628.00	\$674.81	\$674.81	\$3,953.19	\$0.00	\$3,953.19	85.42%
10.410.11017	EDUCATION AND TRAINING	\$4,000.00	\$185.00	\$185.00	\$3,815.00	\$0.00	\$3,815.00	95.38%
10.410.11019	TRAVEL EXPENSE	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
10.410.12029	CONTRACT SERVICES	\$35,580.00	\$2,047.56	\$2,047.56	\$33,532.44	\$55.22	\$33,477.22	94.09%
10.410.13036	OFFICE SUPPLIES	\$6,900.00	\$302.90	\$302.90	\$6,597.10	\$0.00	\$6,597.10	95.61%
10.410.13037	DUES, LICENSES & SUBSCRIPTIONS	\$12,360.00	\$569.30	\$569.30	\$11,790.70	\$0.00	\$11,790.70	95.39%
10.410.13038	POSTAGE	\$1,500.00	\$267.06	\$267.06	\$1,232.94	\$0.00	\$1,232.94	82.20%
10.410.14045	EVIDENCE STORAGE	\$1,600.00	\$126.00	\$126.00	\$1,474.00	\$0.00	\$1,474.00	92.13%
10.410.14046	EXTRADITION COSTS	\$15,000.00	\$20.00	\$20.00	\$14,980.00	\$0.00	\$14,980.00	99.87%
10.410.14047	EXPERT WITNESS	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
10.410.14048	INVESTIGATION	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
10.410.14049	DEPOSITION AND TRANSCRIPTS	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
10.410.16068	TELEPHONE/INTERNET	\$8,500.00	\$526.80	\$526.80	\$7,973.20	\$0.00	\$7,973.20	93.80%
10.410.19082	GENERAL MAINTENANCE & REPAIRS	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
	Dept: COUNTY ATTORNEY - 410	\$558,866.00	\$87,954.33	\$87,954.33	\$470,911.67	\$250,265.68	\$220,645.99	39.48%
10.411.10001	EMPLOYEE SALARY	\$54,419.00	\$10,037.67	\$10,037.67	\$44,381.33	\$42,158.24	\$2,223.09	4.09%
10.411.10007	E.T. BUY BACK	\$1,047.00	\$0.00	\$0.00	\$1,047.00	\$0.00	\$1,047.00	100.00%
10.411.11010	FICA	\$4,244.00	\$744.34	\$744.34	\$3,499.66	\$0.00	\$3,499.66	82.46%
10.411.11011	GROUP LIFE INSURANCE	\$22.00	\$4.10	\$4.10	\$17.90	\$0.00	\$17.90	81.36%
10.411.11012	GROUP HEALTH INSURANCE	\$9,870.00	\$1,644.84	\$1,644.84	\$8,225.16	\$0.00	\$8,225.16	83.33%



## Sullivan County

C.10

## A. Monthly Expense Delegates Report

Fiscal Year: 2013-2014

☐ Subtotal by Collapse Mask☐ Include pre encumbrance☐ Print accounts with zero balance

From Date: 7/1/2013

To Date: 8/31/2013

☒ Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.411.11013	RETIREMENT	\$5,974.00	\$1,081.06	\$1,081.06	\$4,892.94	\$0.00	\$4,892.94	81.90%
10.411.11014	WORKERS COMPENSATION	\$116.00	\$0.00	\$0.00	\$116.00	\$0.00	\$116.00	100.00%
10.411.11015	UNEMPLOYMENT COMP INSURANCE	\$46.00	\$0.00	\$0.00	\$46.00	\$0.00	\$46.00	100.00%
10.411.11016	DENTAL INSURANCE	\$486.00	\$79.48	\$79.48	\$406.52	\$0.00	\$406.52	83.65%
10.411.11019	EDUCATION AND TRAINING	\$1,650.00	\$0.00	\$0.00	\$1,650.00	\$0.00	\$1,650.00	100.00%
10.411.12029	TRAVEL EXPENSE	\$400.00	\$22.60	\$22.60	\$377.40	\$0.00	\$377.40	94.35%
10.411.13036	CONTRACT SERVICES	\$500.00	\$127.12	\$127.12	\$372.88	\$0.00	\$372.88	74.58%
10.411.13037	OFFICE SUPPLIES	\$1,100.00	\$289.22	\$289.22	\$810.78	\$0.00	\$810.78	73.71%
10.411.13037	DUES, LICENSES & SUBSCRIPTIONS	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
10.411.13038	POSTAGE	\$500.00	\$42.32	\$42.32	\$457.68	\$0.00	\$457.68	91.54%
10.411.16068	TELEPHONE/INTERNET	\$900.00	\$69.60	\$69.60	\$830.40	\$0.00	\$830.40	92.27%
	Dept: VICTIM/WITNESS PROGRAM - 411	\$81,474.00	\$14,142.35	\$14,142.35	\$67,331.65	\$42,158.24	\$25,173.41	30.90%
10.440.10000	ELECTED OFFICIAL SALARY	\$66,368.00	\$12,583.65	\$12,583.65	\$53,784.35	\$52,851.35	\$933.00	1.41%
10.440.10001	SALARIES-DEPUTIES	\$280,429.00	\$51,423.73	\$51,423.73	\$229,005.27	\$350,414.40	(\$121,409.13)	-43.29%
10.440.10002	SALARIES-OFFICE STAFF	\$50,233.00	\$9,268.99	\$9,268.99	\$40,964.01	\$95,440.80	(\$54,476.79)	-108.45%
10.440.10006	ON CALL	\$5,460.00	\$1,050.00	\$1,050.00	\$4,410.00	\$0.00	\$4,410.00	80.77%
10.440.10007	E.T. BUY BACK	\$5,130.00	\$0.00	\$0.00	\$5,130.00	\$0.00	\$5,130.00	100.00%
10.440.10008	OVERTIME	\$8,312.00	\$2,375.51	\$2,375.51	\$5,936.49	\$0.00	\$5,936.49	71.42%
10.440.11010	FICA	\$12,345.00	\$2,200.79	\$2,200.79	\$10,144.21	\$0.00	\$10,144.21	82.17%
10.440.11011	GROUP LIFE INSURANCE	\$132.00	\$23.98	\$23.98	\$108.02	\$0.00	\$108.02	81.83%
10.440.11012	GROUP HEALTH INSURANCE	\$65,680.00	\$10,672.95	\$10,672.95	\$55,007.05	\$0.00	\$55,007.05	83.75%
10.440.11013	RETIREMENT	\$68,436.00	\$12,280.84	\$12,280.84	\$56,155.16	\$0.00	\$56,155.16	82.06%
10.440.11014	WORKERS COMPENSATION	\$13,855.00	\$0.00	\$0.00	\$13,855.00	\$0.00	\$13,855.00	100.00%
10.440.11015	UNEMPLOYMENT COMP INSURANCE	\$809.00	\$0.00	\$0.00	\$809.00	\$0.00	\$809.00	100.00%
10.440.11016	DENTAL INSURANCE	\$4,214.00	\$671.09	\$671.09	\$3,542.91	\$0.00	\$3,542.91	84.07%
10.440.11017	EDUCATION AND TRAINING	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
10.440.11018	EXPENSE ACCOUNT	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
10.440.12029	CONTRACT SERVICES	\$8,342.00	\$1,067.26	\$1,067.26	\$7,274.74	\$0.00	\$7,274.74	87.21%
10.440.13031	UNIFORMS	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
10.440.13032	GENERAL SUPPLIES	\$1,000.00	\$64.37	\$64.37	\$935.63	\$0.00	\$935.63	93.56%
10.440.13036	OFFICE SUPPLIES	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
10.440.13037	DUES, LICENSES AND SUBSCRIPTIONS	\$900.00	\$50.00	\$50.00	\$850.00	\$0.00	\$850.00	94.44%
10.440.13038	POSTAGE	\$1,500.00	\$218.14	\$218.14	\$1,281.86	\$0.00	\$1,281.86	85.46%
10.440.13039	SECURITY SUPPLIES	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
10.440.16067	COMMUNICATION LINE	\$4,500.00	\$0.00	\$0.00	\$4,500.00	\$0.00	\$4,500.00	100.00%
10.440.16068	TELEPHONE/INTERNET	\$5,700.00	\$219.98	\$219.98	\$5,480.02	\$0.00	\$5,480.02	96.14%
10.440.16069	GASOLINE	\$22,385.00	\$2,348.32	\$2,348.32	\$20,036.68	\$0.00	\$20,036.68	89.51%
10.440.19082	GENERAL MAINTENANCE & REPAIRS	\$1,800.00	\$72.43	\$72.43	\$1,727.57	\$0.00	\$1,727.57	95.98%
10.440.19083	RADIO MAINTENANCE & REPAIRS	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00	100.00%
10.440.19084	VEHICLE REPAIR	\$5,500.00	\$1,097.00	\$1,097.00	\$4,403.00	\$0.00	\$4,403.00	80.05%
10.440.20090	INTEREST PAYMENT	\$1,058.00	\$1,075.07	\$1,075.07	(\$17.07)	\$0.00	(\$17.07)	-1.61%
10.440.20091	PRINCIPAL PAYMENT	\$35,728.00	\$35,728.00	\$35,728.00	\$0.00	\$0.00	\$0.00	0.00%
10.440.21097	EQUIPMENT	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
10.440.22093	INSURANCE	\$2,965.00	\$2,965.00	\$2,965.00	\$0.00	\$0.00	\$0.00	0.00%
	Dept: SHERIFF'S OFFICE - 440	\$683,781.00	\$147,457.10	\$147,457.10	\$536,323.90	\$498,706.55	\$37,617.35	5.50%
10.443.10001	ATTENDANCE AT COURT	\$50,923.00	\$8,554.74	\$8,554.74	\$42,368.26	\$0.00	\$42,368.26	83.20%
10.443.11010	FICA	\$3,895.00	\$654.41	\$654.41	\$3,240.59	\$0.00	\$3,240.59	83.20%
10.443.11014	WORKERS COMPENSATION	\$1,645.00	\$0.00	\$0.00	\$1,645.00	\$0.00	\$1,645.00	100.00%
10.443.11015	UNEMPLOYMENT COMP INSURANCE	\$462.00	\$0.00	\$0.00	\$462.00	\$0.00	\$462.00	100.00%
10.443.22093	INSURANCE	\$2,980.00	\$2,980.00	\$2,980.00	\$0.00	\$0.00	\$0.00	0.00%



# Sullivan County

C.11

## A. Monthly Expense Delegates Report

From Date: 7/1/2013

To Date: 8/31/2013

Fiscal Year: 2013-2014

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
	Dept: DEPUTY SHERIFFS BAILIFFS - 443	\$59,905.00	\$12,189.15	\$12,189.15	\$47,715.85	\$0.00	\$47,715.85	79.65%
10.450.11019	TRAVEL EXPENSE	\$2,000.00	\$307.36	\$307.36	\$1,692.64	\$0.00	\$1,692.64	84.63%
10.450.12027	VIEWS	\$7,000.00	\$1,270.00	\$1,270.00	\$5,730.00	\$0.00	\$5,730.00	81.86%
	Dept: MEDICAL REFEREE - 450	\$9,000.00	\$1,577.36	\$1,577.36	\$7,422.64	\$0.00	\$7,422.64	82.47%
10.460.10001	EMPLOYEE SALARY	\$34,961.00	\$6,719.88	\$6,719.88	\$28,241.12	\$27,736.80	\$504.32	1.44%
10.460.10007	E.T. BUY BACK	\$661.00	\$0.00	\$0.00	\$661.00	\$0.00	\$661.00	100.00%
10.460.10008	OVERTIME/VAC COVERAGE	\$150.00	\$36.96	\$36.96	\$113.04	\$0.00	\$113.04	75.36%
10.460.11010	FICA	\$2,783.00	\$502.91	\$502.91	\$2,280.09	\$0.00	\$2,280.09	81.93%
10.460.11011	GROUP LIFE INSURANCE	\$22.00	\$4.10	\$4.10	\$17.90	\$0.00	\$17.90	81.36%
10.460.11012	GROUP HEALTH INSURANCE	\$9,870.00	\$1,644.84	\$1,644.84	\$8,225.16	\$0.00	\$8,225.16	83.33%
10.460.11013	RETIREMENT	\$3,853.00	\$727.71	\$727.71	\$3,125.29	\$0.00	\$3,125.29	81.11%
10.460.11014	WORKERS COMPENSATION	\$1,436.00	\$0.00	\$0.00	\$1,436.00	\$0.00	\$1,436.00	100.00%
10.460.11015	UNEMPLOYMENT COMP INSURANCE	\$46.00	\$0.00	\$0.00	\$46.00	\$0.00	\$46.00	100.00%
10.460.11016	DENTAL INSURANCE	\$486.00	\$79.48	\$79.48	\$406.52	\$0.00	\$406.52	83.65%
10.460.12022	TOWN SHARE OF COURT HOUSE REN	\$38,442.00	\$0.00	\$0.00	\$38,442.00	\$0.00	\$38,442.00	100.00%
10.460.12029	CONTRACT SERVICES	\$9,956.00	\$841.81	\$841.81	\$9,114.19	\$0.00	\$9,114.19	91.54%
10.460.13032	GENERAL SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
10.460.13033	CLEANING SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
10.460.16061	ELECTRICITY	\$3,500.00	\$50.25	\$50.25	\$3,449.75	\$0.00	\$3,449.75	98.56%
10.460.16062	PROPANE	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00	100.00%
10.460.16063	WATER	\$835.00	\$0.00	\$0.00	\$835.00	\$0.00	\$835.00	100.00%
10.460.16064	SEWER	\$1,400.00	\$0.00	\$0.00	\$1,400.00	\$0.00	\$1,400.00	100.00%
10.460.19082	GENERAL MAINTENANCE & REPAIRS	\$7,820.00	\$253.80	\$253.80	\$7,566.20	\$0.00	\$7,566.20	96.75%
10.460.21097	EQUIPMENT	\$4,750.00	\$0.00	\$0.00	\$4,750.00	\$0.00	\$4,750.00	100.00%
	Dept: COURT HOUSE - 460	\$126,971.00	\$10,861.74	\$10,861.74	\$116,109.26	\$27,736.80	\$88,372.46	69.60%
10.475.12029	CONTRACT SERVICES	\$224,004.00	\$56,050.91	\$56,050.91	\$167,953.09	\$0.00	\$167,953.09	74.98%
10.475.12030	RENTAL SERVICES	\$0.00	\$445.64	\$445.64	(\$445.64)	\$27.61	(\$473.25)	0.00%
10.475.16061	ELECTRICITY	\$0.00	\$193.26	\$193.26	(\$193.26)	\$0.00	(\$193.26)	0.00%
10.475.16068	TELEPHONE/INTERNET	\$0.00	\$263.79	\$263.79	(\$263.79)	\$0.00	(\$263.79)	0.00%
	Dept: COOPERATIVE EXTENSION SERVICE - 476	\$224,004.00	\$56,953.60	\$56,953.60	\$167,050.40	\$27.61	\$167,022.79	74.56%
10.481.21096	DOC BLDG ADDITION CAPITAL	\$30,000.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$30,000.00	100.00%
	Dept: DOC CAPITAL - 481	\$30,000.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$30,000.00	100.00%
10.482.21096	WOODHULL COMPLEX BLDG ADD CAP	\$60,000.00	\$0.00	\$0.00	\$60,000.00	\$0.00	\$60,000.00	100.00%
	Dept: WOODHULL COMPLEX CAPITAL - 482	\$60,000.00	\$0.00	\$0.00	\$60,000.00	\$0.00	\$60,000.00	100.00%
10.484.21096	UNITY COMPLEX BLDG ADD CAPITAL	\$260,000.00	\$0.00	\$0.00	\$260,000.00	\$0.00	\$260,000.00	100.00%
	Dept: UNITY COMPLEX CAPITAL - 484	\$260,000.00	\$0.00	\$0.00	\$260,000.00	\$0.00	\$260,000.00	100.00%
10.490.10001	EMPLOYEE SALARY	\$0.00	\$4,747.27	\$4,747.27	(\$4,747.27)	\$0.00	(\$4,747.27)	0.00%
10.490.11010	FICA	\$0.00	\$360.15	\$360.15	(\$360.15)	\$0.00	(\$360.15)	0.00%
10.490.11018	EXPENSE ACCOUNT	\$250.00	\$1.92	\$1.92	\$248.08	\$0.00	\$248.08	99.23%
10.490.12029	CONTRACT SERVICES	\$1,400.00	\$0.00	\$0.00	\$1,400.00	\$0.00	\$1,400.00	100.00%
10.490.13036	OFFICE SUPPLIES	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
10.490.13037	DUES, LICENSES & SUBSCRIPTIONS	\$80.00	\$0.00	\$0.00	\$80.00	\$0.00	\$80.00	100.00%
10.490.13038	POSTAGE	\$40.00	\$0.00	\$0.00	\$40.00	\$0.00	\$40.00	100.00%
10.490.15052	HCBC-INC.	\$1,668,266.00	\$0.00	\$0.00	\$1,668,266.00	\$69,096.00	\$1,599,170.00	95.86%
10.490.15056	INTERMEDIATE NURSING CARE	\$3,331,399.00	\$0.00	\$0.00	\$3,331,399.00	\$69,096.00	\$3,262,303.00	97.93%



## Sullivan County

C12

## A. Monthly Expense Delegates Report

Fiscal Year: 2013-2014

☐ Subtotal by Collapse Mask☐ Include pre encumbrance☐ Print accounts with zero balance

From Date: 7/1/2013

To Date: 8/31/2013

Account Number

Description

GL Budget

Range To Date

YTD

Balance

Encumbrance

Budget Balance % Bud

Dept: HUMAN SERVICES - 490

\$5,001,635.00

\$5,109.34

\$5,109.34

\$4,996,525.60

\$138,192.00

\$4,858,333.66 97.13%

10.497.12029	CONTRACT SERVICES	\$9,956.00	\$841.81	\$841.81	\$9,114.19	\$0.00	\$9,114.19	91.54%
10.497.13032	GENERAL SUPPLIES	\$600.00	\$0.00	\$0.00	\$600.00	\$0.00	\$600.00	100.00%
10.497.13033	CLEANING SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
10.497.16061	ELECTRICITY	\$34,140.00	\$2,916.32	\$2,916.32	\$31,223.68	\$0.00	\$31,223.68	91.46%
10.497.16062	PROPANE	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00	100.00%
10.497.16063	WATER	\$1,325.00	\$44.90	\$44.90	\$1,280.10	\$0.00	\$1,280.10	96.61%
10.497.16064	SEWER	\$1,200.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$1,200.00	100.00%
10.497.19082	GENERAL MAINTENANCE & REPAIRS	\$7,500.00	\$252.07	\$252.07	\$7,247.93	\$0.00	\$7,247.93	96.64%
10.497.21097	EQUIPMENT	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
10.497.22093	INSURANCE	\$24,080.00	\$24,080.00	\$24,080.00	\$0.00	\$0.00	\$0.00	0.00%
Dept: WOODHULL COUNTY COMPLEX - 497		\$84,301.00	\$28,135.10	\$28,135.10	\$56,165.90	\$0.00	\$56,165.90	66.63%
10.520.10001	SALARIES	\$158,256.00	\$30,865.89	\$30,865.89	\$127,390.11	\$131,025.02	(\$3,634.91)	-2.30%
10.520.10007	ET BUY BACK	\$2,753.00	\$0.00	\$0.00	\$2,753.00	\$0.00	\$2,753.00	100.00%
10.520.10008	OVERTIME	\$500.00	\$146.18	\$146.18	\$353.82	\$0.00	\$353.82	70.76%
10.520.11010	FICA	\$12,358.00	\$2,169.65	\$2,169.65	\$10,188.35	\$0.00	\$10,188.35	82.44%
10.520.11011	GROUP LIFE INSURANCE	\$65.00	\$12.30	\$12.30	\$52.70	\$0.00	\$52.70	81.08%
10.520.11012	GROUP HEALTH INSURANCE	\$41,996.00	\$6,999.20	\$6,999.20	\$34,996.80	\$0.00	\$34,996.80	83.33%
10.520.11013	RETIREMENT	\$15,836.00	\$2,938.60	\$2,938.60	\$12,897.40	\$0.00	\$12,897.40	81.44%
10.520.11014	WORKERS COMPENSATION	\$342.00	\$0.00	\$0.00	\$342.00	\$0.00	\$342.00	100.00%
10.520.11015	UNEMPLOYMENT COMP INSURANCE	\$138.00	\$0.00	\$0.00	\$138.00	\$0.00	\$138.00	100.00%
10.520.11016	DENTAL INSURANCE	\$2,908.00	\$476.12	\$476.12	\$2,431.88	\$0.00	\$2,431.88	83.63%
10.520.11017	EDUCATION & TRAINING	\$7,000.00	\$0.00	\$0.00	\$7,000.00	\$0.00	\$7,000.00	100.00%
10.520.11019	TRAVEL EXPENSE	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
10.520.12020	LEGAL EXPENSES	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	100.00%
10.520.12026	EMPLOYEE APPRECIATION	\$8,000.00	\$0.00	\$0.00	\$8,000.00	\$0.00	\$8,000.00	100.00%
10.520.12029	CONTRACT SERVICES	\$39,295.00	\$2,637.60	\$2,637.60	\$36,657.40	\$0.00	\$36,657.40	93.29%
10.520.12031	ADVERTISING & PUBLIC RELATIONS	\$25,000.00	\$1,628.30	\$1,628.30	\$23,371.70	\$0.00	\$23,371.70	93.49%
10.520.13036	OFFICE SUPPLIES	\$4,250.00	\$29.85	\$29.85	\$4,220.15	\$0.00	\$4,220.15	99.30%
10.520.13037	DUES, LICENSES & SUBSCRIPTIONS	\$230.00	\$0.00	\$0.00	\$230.00	\$0.00	\$230.00	100.00%
10.520.19082	GENERAL MAINTENANCE	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
10.520.21097	EQUIPMENT	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
Dept: HUMAN RESOURCES - 520		\$331,677.00	\$47,903.69	\$47,903.69	\$283,773.31	\$131,025.02	\$152,748.29	46.05%
10.600.10001	EMPLOYEE SALARIES	\$2,015,561.00	\$346,556.66	\$346,556.66	\$1,669,004.34	\$1,554,189.80	\$114,814.54	5.70%
10.600.10007	E.T. BUY BACK	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00	100.00%
10.600.10008	OVERTIME	\$30,000.00	\$14,697.03	\$14,697.03	\$15,302.97	\$0.00	\$15,302.97	51.01%
10.600.11010	FICA	\$61,355.00	\$10,451.85	\$10,451.85	\$50,903.15	\$16.23	\$50,886.92	82.94%
10.600.11011	GROUP LIFE INSURANCE	\$1,012.00	\$165.64	\$165.64	\$846.36	\$0.00	\$846.36	83.63%
10.600.11012	GROUP HEALTH INSURANCE	\$540,692.00	\$71,748.07	\$71,748.07	\$468,943.93	(\$411.21)	\$469,355.14	86.81%
10.600.11013	RETIREMENT	\$432,042.00	\$74,036.60	\$74,036.60	\$358,005.40	\$271.62	\$357,733.78	82.80%
10.600.11014	WORKERS COMPENSATION	\$64,855.00	\$0.00	\$0.00	\$64,855.00	\$0.00	\$64,855.00	100.00%
10.600.11015	UNEMPLOYMENT COMP INSURANCE	\$29,808.00	\$0.00	\$0.00	\$29,808.00	\$0.00	\$29,808.00	100.00%
10.600.11016	DENTAL INSURANCE	\$29,702.00	\$4,221.28	\$4,221.28	\$25,480.72	\$0.00	\$25,480.72	85.79%
10.600.11017	EDUCATION AND CONFERENCES	\$16,600.00	\$0.00	\$0.00	\$16,600.00	\$40.00	\$16,560.00	99.76%
10.600.11019	TRAVEL EXPENSE	\$8,800.00	\$1,024.20	\$1,024.20	\$7,775.80	\$0.00	\$7,775.80	88.36%
10.600.12029	CONTRACT SERVICES	\$65,078.00	\$4,294.80	\$4,294.80	\$60,783.20	\$55.22	\$60,727.98	93.32%
10.600.13031	UNIFORMS	\$19,000.00	\$2,108.09	\$2,108.09	\$16,891.91	\$0.00	\$16,891.91	88.90%
10.600.13032	GENERAL SUPPLIES	\$15,000.00	\$992.00	\$992.00	\$14,008.00	\$0.00	\$14,008.00	93.39%
10.600.13033	CLEANING SUPPLIES	\$13,000.00	\$919.16	\$919.16	\$12,080.84	\$0.00	\$12,080.84	92.93%



## Sullivan County

C13

## A. Monthly Expense Delegates Report

Fiscal Year: 2013-2014

From Date: 7/1/2013

To Date: 8/31/2013

☐ Subtotal by Collapse Mask☐ Include pre encumbrance☐ Print accounts with zero balance☒ Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.600.13036	OFFICE SUPPLIES	\$17,500.00	\$2,233.13	\$2,233.13	\$15,266.87	\$0.00	\$15,266.87	87.24%
10.600.13037	DUES, LICENSES AND SUBSCRIPTIO	\$4,103.00	\$80.00	\$80.00	\$4,023.00	\$0.00	\$4,023.00	98.05%
10.600.13038	POSTAGE	\$2,400.00	\$68.36	\$68.36	\$2,331.64	\$0.00	\$2,331.64	97.15%
10.600.13039	SECURITY SUPPLIES	\$13,149.00	\$0.00	\$0.00	\$13,149.00	\$0.00	\$13,149.00	100.00%
10.600.14041	CLOTHING: INMATE	\$17,000.00	\$3,926.35	\$3,926.35	\$13,073.65	\$0.00	\$13,073.65	76.90%
10.600.14042	FOOD	\$340,051.00	\$56,675.18	\$56,675.18	\$283,375.82	\$0.00	\$283,375.82	83.33%
10.600.14052	MEDICAL EXPENSES	\$180,500.00	\$17,560.41	\$17,560.41	\$162,939.59	\$0.00	\$162,939.59	90.27%
10.600.16065	FUEL OIL	\$42,770.00	\$25,086.26	\$25,086.26	\$17,683.74	\$0.00	\$17,683.74	41.35%
10.600.16068	TELEPHONE/INTERNET	\$18,000.00	\$1,132.92	\$1,132.92	\$16,867.08	\$0.00	\$16,867.08	93.71%
10.600.16069	GASOLINE	\$9,000.00	\$849.48	\$849.48	\$8,150.52	\$0.00	\$8,150.52	90.56%
10.600.18080	CARE OF GROUNDS	\$4,000.00	\$44.94	\$44.94	\$3,955.06	\$0.00	\$3,955.06	98.88%
10.600.19082	GENERAL MAINTENANCE & REPAIRS	\$37,240.00	\$8,058.25	\$8,058.25	\$29,181.75	\$0.00	\$29,181.75	78.36%
10.600.19084	VEHICLE REPAIR	\$7,000.00	\$263.13	\$263.13	\$6,736.87	\$0.00	\$6,736.87	96.24%
10.600.20090	INTEREST PAYMENT	\$265.00	\$282.06	\$282.06	(\$17.06)	\$0.00	(\$17.06)	-6.44%
10.600.20091	PRINCIPAL PAYMENT	\$8,937.00	\$8,937.00	\$8,937.00	\$0.00	\$0.00	\$0.00	0.00%
10.600.21097	EQUIPMENT	\$12,910.00	\$0.00	\$0.00	\$12,910.00	\$0.00	\$12,910.00	100.00%
10.600.22093	INSURANCE	\$27,500.00	\$27,500.00	\$27,500.00	\$0.00	\$0.00	\$0.00	0.00%
10.600.22094	INMATE COMMISSION EXPENSE	\$35,000.00	\$490.54	\$490.54	\$34,509.46	\$0.00	\$34,509.46	98.60%
	Dept: DEPARTMENT OF CORRECTION - 600	\$4,134,830.00	\$684,403.39	\$684,403.39	\$3,450,426.61	\$1,554,161.66	\$1,896,264.95	45.86%
10.700.16060	BIOMASS FUEL	\$140,000.00	\$0.00	\$0.00	\$140,000.00	\$0.00	\$140,000.00	100.00%
10.700.16061	ELECTRICITY	\$249,875.00	\$22,552.58	\$22,552.58	\$227,322.42	\$0.00	\$227,322.42	90.97%
10.700.16062	PROPANE	\$10,000.00	\$353.47	\$353.47	\$9,646.53	\$0.00	\$9,646.53	96.47%
10.700.19081	SEWER/WATER MAINT REPAIR	\$84,000.00	\$8,969.12	\$8,969.12	\$75,030.88	\$306.81	\$74,724.07	88.96%
10.700.19082	GENERAL MAINTENANCE & REPAIRS	\$22,500.00	\$0.00	\$0.00	\$22,500.00	\$0.00	\$22,500.00	100.00%
10.700.19085	BIO MASS FACILITY MAINT & REPA	\$29,000.00	\$0.00	\$0.00	\$29,000.00	\$0.00	\$29,000.00	100.00%
10.700.20090	INTEREST PAYMENT	\$104.00	\$0.00	\$0.00	\$104.00	\$0.00	\$104.00	100.00%
10.700.20091	PRINCIPAL PAYMENT	\$5,260.00	\$0.00	\$0.00	\$5,260.00	\$0.00	\$5,260.00	100.00%
	Dept: FACILITIES - 700	\$540,739.00	\$31,875.17	\$31,875.17	\$508,863.83	\$306.81	\$508,557.02	94.05%
10.861.15051	COUNTY GRANTS UNCOMMITTED	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
10.861.15055	LAKE SUNAPEE MEDIATION	\$7,500.00	\$0.00	\$0.00	\$7,500.00	\$0.00	\$7,500.00	100.00%
10.861.15056	COMMUNITY ALLIANCE FAMILY SERV	\$25,000.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00	100.00%
10.861.15059	WEST CENTRAL BEHAVIORAL SERVIC	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	100.00%
10.861.15062	COMMUNITY TRANSPORTATION	\$30,000.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$30,000.00	100.00%
10.861.15064	TURNING POINTS	\$55,000.00	\$0.00	\$0.00	\$55,000.00	\$0.00	\$55,000.00	100.00%
10.861.15065	SOUP KITCHEN/FOOD PANTRY	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00	100.00%
10.861.15066	BIG BROTHERS/BIG SISTERS	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
10.861.15070	ROAD TO INDEPENDENCE	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
10.861.15072	GOOD BEGINNINGS OF SULL.CTY	\$27,500.00	\$0.00	\$0.00	\$27,500.00	\$0.00	\$27,500.00	100.00%
	Dept: COUNTY GRANTS - 861	\$181,500.00	\$0.00	\$0.00	\$181,500.00	\$0.00	\$181,500.00	100.00%
10.900.20092	INTEREST ON REV. ANTICIPATION	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
	Dept: INTEREST NOTES - 900	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
10.970.20090	INTEREST ON BONDED DEBT	\$248,425.00	\$82,025.00	\$82,025.00	\$166,400.00	\$0.00	\$166,400.00	66.98%
10.970.20091	PRINCIPAL ON BONDED DEBT	\$749,545.00	\$0.00	\$0.00	\$749,545.00	\$0.00	\$749,545.00	100.00%
	Dept: BONDED DEBT - 970	\$997,970.00	\$82,025.00	\$82,025.00	\$915,945.00	\$0.00	\$915,945.00	91.78%
10.980.12031	DELEGATION: ADVERTISING	\$500.00	\$195.00	\$195.00	\$305.00	\$0.00	\$305.00	61.00%
10.980.17076	DELEGATION EXPENSES	\$3,000.00	(\$160.00)	(\$160.00)	\$3,160.00	\$0.00	\$3,160.00	105.33%
	Dept: DELEGATION EXPENSES - 980	\$3,500.00	\$35.00	\$35.00	\$3,465.00	\$0.00	\$3,465.00	99.00%



## Sullivan County

C14

## A. Monthly Expense Delegates Report

From Date: 7/1/2013

To Date: 8/31/2013

Fiscal Year: 2013-2014

☐ Subtotal by Collapse Mask☐ Include pre encumbrance☐ Print accounts with zero balance☒ Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.997.05990	IMPLIED TRANSFERS	\$1,987,259.00	\$0.00	\$0.00	\$1,987,259.00	\$0.00	\$1,987,259.00	100.00%
10.997.15996	TRANSFER IN ACCOUNTING/ADMIN	(\$223,736.00)	\$0.00	\$0.00	(\$223,736.00)	\$0.00	(\$223,736.00)	100.00%
10.997.15997	TRANSFER IN HR/PAYROLL	(\$170,691.00)	\$0.00	\$0.00	(\$170,691.00)	\$0.00	(\$170,691.00)	100.00%
	Dept: TRANSFER OUT - 997	\$1,592,832.00	\$0.00	\$0.00	\$1,592,832.00	\$0.00	\$1,592,832.00	100.00%
	Fund: GENERAL FUND - 10	\$15,554,524.00	\$1,600,862.90	\$1,600,862.90	\$13,953,661.10	\$2,815,324.82	\$11,138,336.28	71.61%
22.420.10000	ELECTED OFFICAL SALARY	\$55,015.00	\$10,431.15	\$10,431.15	\$44,583.85	\$43,810.85	\$773.00	1.41%
22.420.10001	EMPLOYEE SALARIES	\$127,161.00	\$24,268.00	\$24,268.00	\$102,893.00	\$95,365.20	\$7,527.80	5.92%
22.420.10007	E.T. BUY BACK	\$1,670.00	\$0.00	\$0.00	\$1,670.00	\$0.00	\$1,670.00	100.00%
22.420.10008	OVERTIME	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
22.420.11010	FICA	\$14,102.00	\$2,463.05	\$2,463.05	\$11,638.95	\$0.00	\$11,638.95	82.53%
22.420.11011	GROUP LIFE INSURANCE	\$108.00	\$17.63	\$17.63	\$90.37	\$0.00	\$90.37	83.68%
22.420.11012	GROUP HEALTH INSURANCE	\$66,671.00	\$11,111.30	\$11,111.30	\$55,559.70	\$0.00	\$55,559.70	83.33%
22.420.11013	RETIREMENT	\$19,854.00	\$3,737.08	\$3,737.08	\$16,116.92	\$0.00	\$16,116.92	81.18%
22.420.11014	WORKERS COMPENSATION	\$428.00	\$0.00	\$0.00	\$428.00	\$0.00	\$428.00	100.00%
22.420.11015	UNEMPLOYMENT COMP INSURANCE	\$161.00	\$0.00	\$0.00	\$161.00	\$0.00	\$161.00	100.00%
22.420.11016	DENTAL INSURANCE	\$3,320.00	\$543.67	\$543.67	\$2,776.33	\$0.00	\$2,776.33	83.62%
22.420.11018	EXPENSE ACCOUNT	\$1,909.00	\$21.87	\$21.87	\$978.13	\$0.00	\$978.13	97.81%
22.420.12029	CONTRACT SERVICES	\$63,620.00	\$63,998.19	\$63,998.19	\$5,621.81	\$0.00	\$5,621.81	8.07%
22.420.12030	EQUIPMENT RENTAL	\$436.00	\$0.00	\$0.00	\$436.00	\$0.00	\$436.00	100.00%
22.420.13036	OFFICE SUPPLIES	\$2,590.00	\$139.00	\$139.00	\$2,361.00	\$0.00	\$2,361.00	94.44%
22.420.13037	DUES, LICENSES AND SUBSCRIPTIO	\$800.00	\$500.25	\$500.25	\$299.75	\$0.00	\$299.75	37.47%
22.420.16068	TELEPHONE/INTERNET	\$2,316.00	\$638.11	\$638.11	\$1,677.89	\$0.00	\$1,677.89	72.45%
22.420.19082	GENERAL MAINTENANCE & REPAIRS	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00	100.00%
	Dept: REGISTER OF DEEDS - 420	\$365,962.00	\$117,869.30	\$117,869.30	\$248,092.70	\$139,176.05	\$108,916.65	29.76%
22.997.05991	TRANSFER REGISTRY/GEN.FUND	(\$25,962.00)	\$0.00	\$0.00	(\$25,962.00)	\$0.00	(\$25,962.00)	100.00%
	Dept: TRANSFER OUT - 997	(\$25,962.00)	\$0.00	\$0.00	(\$25,962.00)	\$0.00	(\$25,962.00)	100.00%
	Fund: REGISTER OF DEEDS - 22	\$340,000.00	\$117,869.30	\$117,869.30	\$222,130.70	\$139,176.05	\$82,954.65	24.40%
24.345.10008	OVERTIME	\$1,607.00	\$486.68	\$486.68	\$1,120.32	\$0.00	\$1,120.32	69.71%
24.345.11010	FICA	\$24.00	\$6.79	\$6.79	\$17.21	\$0.00	\$17.21	71.71%
24.345.11011	GROUP LIFE/DISABILITY	\$0.00	\$0.13	\$0.13	(\$0.13)	\$0.00	(\$0.13)	0.00%
24.345.11012	GROUP HEALTH INSURANCE	\$0.00	\$70.52	\$70.52	(\$70.52)	\$0.00	(\$70.52)	0.00%
24.345.11013	RETIREMENT	\$408.00	\$123.13	\$123.13	\$284.87	\$0.00	\$284.87	69.82%
24.345.11014	WORKERS COMPENSATION	\$52.00	\$0.00	\$0.00	\$52.00	\$0.00	\$52.00	100.00%
24.345.11016	DENTAL INSURANCE	\$0.00	\$6.65	\$6.65	(\$6.65)	\$0.00	(\$6.65)	0.00%
24.345.17073	MISCELLANEOUS EXPENSES	\$7,909.00	\$2,391.48	\$2,391.48	\$5,517.52	\$0.00	\$5,517.52	69.76%
	Dept: ENFORCING UNDERAGE DRINKING LAWS - 345	\$10,000.00	\$3,085.38	\$3,085.38	\$6,914.62	\$0.00	\$6,914.62	69.15%
24.445.10001	EMPLOYEE SALARIES	\$0.00	\$0.00	\$0.00	\$0.00	\$188,445.60	(\$188,445.60)	0.00%
	Dept: DOMESTIC VIOLENCE GRANT - 445	\$0.00	\$0.00	\$0.00	\$0.00	\$188,445.60	(\$188,445.60)	0.00%
24.527.10001	OFFICE SALARIES	\$11,195.00	\$12,634.88	\$12,634.88	(\$1,439.88)	\$0.00	(\$1,439.88)	-12.86%
24.527.11010	FICA	\$857.00	\$938.41	\$938.41	(\$81.41)	\$0.00	(\$81.41)	-9.50%
	Dept: JAG GRANT - 527	\$12,052.00	\$13,573.29	\$13,573.29	(\$1,521.29)	\$0.00	(\$1,521.29)	-12.62%
24.606.11018	EXPENSE ACCOUNT \$3,500	\$3,500.00	\$0.00	\$0.00	\$3,500.00	\$0.00	\$3,500.00	100.00%
	Dept: GED TRAIL PROGRAM - 606	\$3,500.00	\$0.00	\$0.00	\$3,500.00	\$0.00	\$3,500.00	100.00%



## Sullivan County

## A. Monthly Expense Delegates Report

From Date: 7/1/2013

To Date: 8/31/2013

Fiscal Year: 2013-2014

☐ Subtotal by Collapse Mask☐ Include pre encumbrance☐ Print accounts with zero balance☒ Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
24.645.10001	DEPUTY SHERIFF PAYROLL	\$66,893.00	\$10,149.51	\$10,149.51	\$56,743.49	\$188,445.60	(\$131,702.11)	-196.88%
24.645.10008	OVERTIME	\$2,000.00	\$1,497.12	\$1,497.12	\$502.88	\$0.00	\$502.88	25.14%
24.645.11010	FICA	\$5,146.00	\$797.75	\$797.75	\$4,348.25	\$0.00	\$4,348.25	84.50%
24.645.11013	RETIREMENT	\$508.00	\$378.77	\$378.77	\$129.23	\$0.00	\$129.23	25.44%
24.645.11014	WORKERS COMPENSATION	\$4,093.00	\$0.00	\$0.00	\$4,093.00	\$0.00	\$4,093.00	100.00%
24.645.11015	UNEMPLOYMENT COMP INSURANCE	\$347.00	\$0.00	\$0.00	\$347.00	\$0.00	\$347.00	100.00%
24.645.12029	CONTRACT SERVICES	\$1,985.00	\$0.00	\$0.00	\$1,985.00	\$0.00	\$1,985.00	100.00%
24.645.13031	UNIFORMS	\$500.00	\$66.00	\$66.00	\$434.00	\$0.00	\$434.00	86.80%
24.645.13039	SECURITY SUPPLIES	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
24.645.16069	GASOLINE	\$6,073.00	\$0.00	\$0.00	\$6,073.00	\$0.00	\$6,073.00	100.00%
24.645.17073	MISCELLANEOUS EXPENSE	\$2,539.00	\$652.92	\$652.92	\$1,886.08	\$0.00	\$1,886.08	74.28%
24.645.19082	GENERAL MAINTENANCE & REPAIRS	\$371.00	\$0.00	\$0.00	\$371.00	\$0.00	\$371.00	100.00%
24.645.19083	RADIO MAINTENANCE	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
24.645.19084	VEHICLE REPAIR	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00	100.00%
	Dept: OUTSIDE DETAIL - 645	\$95,455.00	\$13,542.07	\$13,542.07	\$81,912.93	\$188,445.60	(\$106,532.67)	-111.61%
24.646.10001	SALARIES-DEPUTIES	\$0.00	\$0.00	\$0.00	\$0.00	\$188,445.60	(\$188,445.60)	0.00%
24.646.10008	OVERTIME	\$5,000.00	\$1,563.40	\$1,563.40	\$3,436.60	\$0.00	\$3,436.60	68.73%
24.646.11010	FICA	\$73.00	\$21.46	\$21.46	\$51.54	\$0.00	\$51.54	70.60%
24.646.11011	GROUP LIFE/DISABILITY	\$0.00	\$0.49	\$0.49	(\$0.49)	\$0.00	(\$0.49)	0.00%
24.646.11012	GROUP HEALTH INSURANCE	\$0.00	\$202.97	\$202.97	(\$202.97)	\$0.00	(\$202.97)	0.00%
24.646.11013	RETIREMENT	\$1,270.00	\$395.53	\$395.53	\$874.47	\$0.00	\$874.47	68.86%
24.646.11014	WORKERS COMPENSATION	\$162.00	\$0.00	\$0.00	\$162.00	\$0.00	\$162.00	100.00%
24.646.11016	DENTAL INSURANCE	\$0.00	\$12.56	\$12.56	(\$12.56)	\$0.00	(\$12.56)	0.00%
	Dept: HIGHWAY SAFETY - 646	\$6,505.00	\$2,196.41	\$2,196.41	\$4,308.59	\$188,445.60	(\$184,137.01)	-2830.70%
24.647.10008	OVERTIME	\$0.00	\$0.00	\$0.00	\$0.00	\$188,445.60	(\$188,445.60)	0.00%
	Dept: OHRV GRANT - 647	\$0.00	\$0.00	\$0.00	\$0.00	\$188,445.60	(\$188,445.60)	0.00%
24.745.10001	SALARIES-DEPUTY	\$27,868.00	\$4,512.00	\$4,512.00	\$23,356.00	\$80,808.00	(\$57,452.00)	-206.16%
24.745.11010	FICA	\$2,132.00	\$335.09	\$335.09	\$1,796.91	\$0.00	\$1,796.91	84.28%
	Dept: DRUG TASK FORCE GRANT - 745	\$30,000.00	\$4,847.09	\$4,847.09	\$25,152.91	\$80,808.00	(\$55,655.09)	-185.52%
24.953.10001	REGIONAL NETWORK/CURN COOR \$5	\$35,981.67	\$10,916.55	\$10,916.55	\$25,065.12	\$45,849.57	(\$20,784.45)	-57.76%
24.953.11010	FICA	\$4,348.00	\$835.15	\$835.15	\$3,512.85	\$0.00	\$3,512.85	80.79%
24.953.11011	LIFE INSURANCE	\$24.00	\$4.10	\$4.10	\$19.90	\$0.00	\$19.90	82.92%
24.953.11013	RETIREMENT	\$6,123.00	\$1,175.70	\$1,175.70	\$4,947.30	\$0.00	\$4,947.30	80.80%
24.953.11014	WORKERS COMPENSATION	\$110.00	\$0.00	\$0.00	\$110.00	\$0.00	\$110.00	100.00%
24.953.11015	UNEMPLOYMENT COMP INSURANCE	\$180.00	\$0.00	\$0.00	\$180.00	\$0.00	\$180.00	100.00%
24.953.11017	EDUCATION & TRAINING	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
24.953.11018	EXPENSE ACCOUNT State budget \$	\$3,113.33	\$0.00	\$0.00	\$3,113.33	\$0.00	\$3,113.33	100.00%
24.953.11019	TRAVEL	\$2,500.00	\$205.85	\$205.85	\$2,294.15	\$0.00	\$2,294.15	91.77%
24.953.12020	AUDIT & LEGAL	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
24.953.12029	CONTRACT SERVICES	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
24.953.12031	ADVERTISING	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
24.953.13036	OFFICE SUPPLIES FY13 \$3,100	\$2,000.00	\$24.45	\$24.45	\$1,975.55	\$0.00	\$1,975.55	98.78%
24.953.13038	POSTAGE	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	100.00%
24.953.16068	TELEPHONE/INTERNET	\$1,200.00	\$3.84	\$3.84	\$1,196.16	\$0.00	\$1,196.16	99.68%
24.953.19082	GENERAL MAINTENANCE & REPAIRS	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
	Dept: REGIONAL NETWORK/CUFSAP - 953	\$65,380.00	\$13,165.64	\$13,165.64	\$52,214.36	\$45,849.57	\$6,364.79	9.74%



## Sullivan County

C16

## A. Monthly Expense Delegates Report

Fiscal Year: 2013-2014

From Date: 7/1/2013

To Date: 8/31/2013

☐ Subtotal by Collapse Mask☐ Include pre encumbrance☐ Print accounts with zero balance☒ Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
24.955.10001	SALARY	\$46,363.00	\$8,915.87	\$8,915.87	\$37,447.13	\$37,446.54	\$0.59	0.00%
24.955.11010	FICA	\$3,733.00	\$703.96	\$703.96	\$3,029.04	\$0.00	\$3,029.04	81.14%
24.955.11011	LIFE INSURANCE	\$24.00	\$4.10	\$4.10	\$19.90	\$0.00	\$19.90	82.92%
24.955.11012	GROUP HEALTH INSURANCE	\$10,577.00	\$1,644.84	\$1,644.84	\$8,932.16	\$0.00	\$8,932.16	84.45%
24.955.11013	RETIREMENT	\$5,256.00	\$1,010.80	\$1,010.80	\$4,245.20	\$0.00	\$4,245.20	80.77%
24.955.11014	WORKERS COMPENSATION	\$110.00	\$0.00	\$0.00	\$110.00	\$0.00	\$110.00	100.00%
24.955.11015	UNEMPLOYMENT COMP INSURANCE	\$180.00	\$0.00	\$0.00	\$180.00	\$0.00	\$180.00	100.00%
24.955.11016	DENTAL INSURANCE	\$477.00	\$79.48	\$79.48	\$397.52	\$0.00	\$397.52	83.34%
24.955.11018	EXPENSE ACCOUNT \$1,530	\$823.00	\$0.00	\$0.00	\$823.00	\$0.00	\$823.00	100.00%
24.955.11019	TRAVEL	\$2,350.00	\$0.00	\$0.00	\$2,350.00	\$0.00	\$2,350.00	100.00%
24.955.12020	LEGAL SERVICES	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
24.955.12029	CONTRACT SERVICES	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
24.955.12031	ADVERTISING	\$750.00	\$20.00	\$20.00	\$730.00	\$0.00	\$730.00	97.33%
24.955.13036	OFFICE SUPPLIES	\$300.00	\$71.64	\$71.64	\$228.36	\$0.00	\$228.36	76.12%
24.955.13037	SUBSCRIPTIONS	\$50.00	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00	100.00%
24.955.16068	TELEPHONE/INTERNET	\$1,000.00	\$5.76	\$5.76	\$994.24	\$0.00	\$994.24	99.42%
24.955.19082	GENERAL MAINTENANCE & REPAIRS	\$600.00	\$0.00	\$0.00	\$600.00	\$0.00	\$600.00	100.00%
	Dept: PHNC - 955	\$75,293.00	\$12,456.45	\$12,456.45	\$62,836.55	\$37,446.54	\$25,390.01	33.72%
24.964.10001	SALARY FOR DFC \$45,300	\$53,508.00	\$8,641.90	\$8,641.90	\$44,866.10	\$36,295.94	\$8,570.16	16.02%
24.964.11010	FICA \$3,466	\$3,636.00	\$661.10	\$661.10	\$2,974.90	\$0.00	\$2,974.90	81.82%
24.964.11011	LIFE INSURANCE \$51	\$26.00	\$4.10	\$4.10	\$21.90	\$0.00	\$21.90	84.23%
24.964.11012	HEALTH INSURANCE \$19,488	\$19,488.00	\$0.00	\$0.00	\$19,488.00	\$0.00	\$19,488.00	100.00%
24.964.11013	RETIREMENT \$3,660	\$4,353.00	\$930.75	\$930.75	\$3,422.25	\$0.00	\$3,422.25	78.62%
24.964.11014	WORKERS COMPENSATION \$1,133	\$1,188.00	\$0.00	\$0.00	\$1,188.00	\$0.00	\$1,188.00	100.00%
24.964.11015	UNEMPLOYMENT \$44	\$22.00	\$0.00	\$0.00	\$22.00	\$0.00	\$22.00	100.00%
24.964.11016	DENTAL INSURANCE \$1,131	\$1,131.00	\$0.00	\$0.00	\$1,131.00	\$0.00	\$1,131.00	100.00%
24.964.11017	TRAINING & EDUCATION \$500	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
24.964.11018	EXPENSE ACCOUNT \$14,900	\$6,500.00	\$1,310.00	\$1,310.00	\$5,190.00	\$0.00	\$5,190.00	79.85%
24.964.11019	TRAVEL \$6,370	\$7,860.00	\$1,249.95	\$1,249.95	\$6,610.05	\$0.00	\$6,610.05	84.10%
24.964.12029	CONTRACT SERVICES \$18,600	\$14,275.00	\$383.30	\$383.30	\$13,891.70	\$0.00	\$13,891.70	97.31%
24.964.12031	MARKETING/ADVERTISING \$1,761	\$4,033.00	\$1,196.52	\$1,196.52	\$2,836.48	\$0.00	\$2,836.48	70.33%
24.964.13030	OCCUPANCY/OFFICE RENT \$3,600	\$3,600.00	\$0.00	\$0.00	\$3,600.00	\$0.00	\$3,600.00	100.00%
24.964.13032	GENERAL SUPPLIES \$4,700	\$4,700.00	\$169.13	\$169.13	\$4,530.87	\$0.00	\$4,530.87	96.40%
24.964.13038	POSTAGE \$296	\$180.00	\$0.00	\$0.00	\$180.00	\$0.00	\$180.00	100.00%
	Dept: SAMSHA DFC \$125,000 - 964	\$125,000.00	\$14,546.75	\$14,546.75	\$110,453.25	\$36,295.94	\$74,157.31	59.33%
24.982.10001	OFFICE SALARY	\$2,440.00	\$469.23	\$469.23	\$1,970.77	\$1,970.85	(\$0.08)	0.00%
24.982.11018	EXPENSE ACCOUNT	\$705.00	\$0.00	\$0.00	\$705.00	\$0.00	\$705.00	100.00%
24.982.11019	TRAVEL	\$650.00	\$0.00	\$0.00	\$650.00	\$0.00	\$650.00	100.00%
24.982.12029	CONTRACT SERVICES	\$5,330.00	\$0.00	\$0.00	\$5,330.00	\$0.00	\$5,330.00	100.00%
24.982.12031	ADVERTISING	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
	Dept: RPHNS-IMMUNIZATION - 982	\$9,625.00	\$469.23	\$469.23	\$9,155.77	\$1,970.85	\$7,184.92	74.65%
	Fund: GRANTS - 24	\$432,810.00	\$77,882.31	\$77,882.31	\$354,927.69	\$956,153.30	(\$601,225.61)	-138.91%
40.480.21096	SCHC CAPITAL BUILDING ADDITION	\$170,000.00	\$0.00	\$0.00	\$170,000.00	\$0.00	\$170,000.00	100.00%
40.480.21097	SCHC CAPITAL	\$120,500.00	\$14,752.25	\$14,752.25	\$105,747.75	\$0.00	\$105,747.75	87.76%
	Dept: SCHC CAPITAL - 480	\$290,500.00	\$14,752.25	\$14,752.25	\$275,747.75	\$0.00	\$275,747.75	94.92%
40.492.10001	MARKETING SALARIES	\$75,606.00	\$14,545.54	\$14,545.54	\$61,060.46	\$61,071.70	(\$11.24)	-0.01%
40.492.10008	OVERTIME	\$600.00	\$116.28	\$116.28	\$483.72	\$0.00	\$483.72	80.62%



## Sullivan County

C17

## A. Monthly Expense Delegates Report

Fiscal Year: 2013-2014

☐ Subtotal by Collapse Mask☐ Include pre encumbrance☐ Print accounts with zero balance

From Date: 7/1/2013

To Date: 8/31/2013

☒ Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
40.492.11010	FICA	\$5,830.00	\$987.75	\$987.75	\$4,842.25	\$0.00	\$4,842.25	83.06%
40.492.11011	GROUP LIFE INSURANCE	\$43.00	\$8.20	\$8.20	\$34.80	\$0.00	\$34.80	80.93%
40.492.11012	GROUP HEALTH INSURANCE	\$33,554.00	\$6,743.28	\$6,743.28	\$26,810.72	\$0.00	\$26,810.72	79.90%
40.492.11013	RETIREMENT	\$8,207.00	\$1,579.09	\$1,579.09	\$6,627.91	\$0.00	\$6,627.91	80.76%
40.492.11014	WORKERS COMPENSATION	\$286.00	\$0.00	\$0.00	\$286.00	\$0.00	\$286.00	100.00%
40.492.11015	UNEMPLOYMENT COMP INSURANCE	\$92.00	\$0.00	\$0.00	\$92.00	\$0.00	\$92.00	100.00%
40.492.11016	DENTAL INSURANCE	\$1,792.00	\$360.44	\$360.44	\$1,431.56	\$0.00	\$1,431.56	79.89%
40.492.11017	EDUCATION AND TRAINING	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
40.492.11019	TRAVEL EXPENSES	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
40.492.12031	ADVERTISING & PUBLIC RELATION	\$7,500.00	\$525.80	\$525.80	\$6,974.20	\$0.00	\$6,974.20	92.99%
40.492.13032	MARKETING SUPPLIES & MATERIAL	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
40.492.13036	OFFICE SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$106.98	\$893.02	89.30%
	Dept: MARKETING - 492	\$137,760.00	\$24,866.38	\$24,866.38	\$112,893.62	\$61,178.68	\$51,714.94	37.54%
40.500.10001	SALARIES	\$209,408.00	\$37,174.94	\$37,174.94	\$172,233.06	\$156,015.65	\$16,217.41	7.74%
40.500.10007	E.T. BUY BACK	\$900.00	\$0.00	\$0.00	\$900.00	\$0.00	\$900.00	100.00%
40.500.10008	OVERTIME	\$500.00	\$45.89	\$45.89	\$454.11	\$0.00	\$454.11	90.82%
40.500.11010	FICA	\$16,203.00	\$2,751.82	\$2,751.82	\$13,451.18	\$0.00	\$13,451.18	83.02%
40.500.11011	GROUP LIFE INSURANCE	\$65.00	\$12.30	\$12.30	\$52.70	\$0.00	\$52.70	81.08%
40.500.11012	GROUP HEALTH INSURANCE	\$29,466.00	\$6,577.60	\$6,577.60	\$32,888.40	\$0.00	\$32,888.40	83.33%
40.500.11013	RETIREMENT	\$21,062.00	\$4,008.69	\$4,008.69	\$17,053.31	\$0.00	\$17,053.31	80.97%
40.500.11014	WORKERS COMPENSATION	\$568.00	\$0.00	\$0.00	\$568.00	\$0.00	\$568.00	100.00%
40.500.11015	UNEMPLOYMENT COMP INSURANCE	\$138.00	\$0.00	\$0.00	\$138.00	\$0.00	\$138.00	100.00%
40.500.11016	DENTAL INSURANCE	\$2,088.00	\$262.32	\$262.32	\$1,825.68	\$0.00	\$1,825.68	87.44%
40.500.11017	EDUCATION & CONFERENCES	\$4,500.00	\$0.00	\$0.00	\$4,500.00	\$0.00	\$4,500.00	100.00%
40.500.11019	TRAVEL	\$1,000.00	\$150.08	\$150.08	\$849.92	\$0.00	\$849.92	84.99%
40.500.12021	AUDIT	\$7,500.00	\$0.00	\$0.00	\$7,500.00	\$0.00	\$7,500.00	100.00%
40.500.12029	CONTRACT SERVICES	\$76,542.00	\$9,030.90	\$9,030.90	\$67,511.10	\$804.96	\$66,706.14	87.15%
40.500.13036	OFFICE SUPPLIES	\$6,500.00	\$610.32	\$610.32	\$5,889.68	\$183.06	\$5,706.62	87.79%
40.500.13037	DUES, LICENSES & SUBSCRIPTIONS	\$7,710.00	\$212.52	\$212.52	\$7,497.48	\$0.00	\$7,497.48	97.24%
40.500.13038	POSTAGE	\$6,000.00	\$621.55	\$621.55	\$5,378.45	\$39.95	\$5,338.50	88.98%
40.500.16068	TELEPHONE/INTERNET	\$36,000.00	\$2,639.90	\$2,639.90	\$33,360.10	\$75.00	\$33,285.10	92.46%
40.500.20092	MEDICAID ASSESSMENT	\$633,126.00	\$0.00	\$0.00	\$633,126.00	\$0.00	\$633,126.00	100.00%
40.500.21097	EQUIPMENT	\$10,000.00	\$1,454.94	\$1,454.94	\$8,545.06	\$0.00	\$8,545.06	85.45%
40.500.22093	INSURANCE	\$51,880.00	\$51,869.00	\$51,869.00	\$11.00	\$0.00	\$11.00	0.02%
	Dept: ADMINISTRATION - 500	\$1,131,156.00	\$117,422.77	\$117,422.77	\$1,013,733.23	\$157,118.62	\$856,614.61	75.73%
40.501.15051	RESIDENT STORE FUND 40	\$6,500.00	\$298.46	\$298.46	\$6,201.54	\$20.00	\$6,181.54	95.10%
	Dept: SCHC RESIDENT ACCOUNT - 501	\$6,500.00	\$298.46	\$298.46	\$6,201.54	\$20.00	\$6,181.54	95.10%
40.530.10001	SALARIES	\$746,118.00	\$139,617.63	\$139,617.63	\$606,500.37	\$554,335.75	\$52,164.62	6.99%
40.530.10007	E.T. BUY BACK	\$1,200.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$1,200.00	100.00%
40.530.10008	OVERTIME	\$17,000.00	\$9,235.32	\$9,235.32	\$7,764.68	\$0.00	\$7,764.68	45.67%
40.530.10009	PERFORMANCE INCREASE	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
40.530.11010	FICA	\$58,623.00	\$10,488.84	\$10,488.84	\$48,134.16	\$0.00	\$48,134.16	82.11%
40.530.11011	GROUP LIFE INSURANCE	\$518.00	\$86.10	\$86.10	\$431.90	\$0.00	\$431.90	83.38%
40.530.11012	GROUP HEALTH INSURANCE	\$275,386.00	\$36,478.30	\$36,478.30	\$238,907.70	\$0.00	\$238,907.70	86.75%
40.530.11013	RETIREMENT	\$82,533.00	\$15,580.26	\$15,580.26	\$66,952.74	\$0.00	\$66,952.74	81.12%
40.530.11014	WORKERS COMPENSATION	\$25,152.00	\$0.00	\$0.00	\$25,152.00	\$0.00	\$25,152.00	100.00%
40.530.11015	UNEMPLOYMENT COMP INSURANCE	\$1,150.00	\$0.00	\$0.00	\$1,150.00	\$0.00	\$1,150.00	100.00%
40.530.11016	DENTAL INSURANCE	\$15,977.00	\$2,448.34	\$2,448.34	\$13,528.66	\$0.00	\$13,528.66	84.68%
40.530.11017	EDUCATION & CONFERENCES	\$3,000.00	\$145.00	\$145.00	\$2,855.00	\$0.00	\$2,855.00	95.17%



## Sullivan County

C18

## A. Monthly Expense Delegates Report

Fiscal Year: 2013-2014

☐ Subtotal by Collapse Mask☐ Include pre encumbrance☐ Print accounts with zero balance

From Date: 7/1/2013

To Date: 8/31/2013

☒ Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
40.530.12029	CONTRACT SERVICES	\$64,000.00	\$9,604.21	\$9,604.21	\$54,395.79	\$0.00	\$54,395.79	84.99%
40.530.13032	GENERAL SUPPLIES	\$67,000.00	\$8,239.36	\$8,239.36	\$58,760.64	\$55.84	\$58,704.80	87.62%
40.530.14042	FOOD	\$689,227.00	\$103,954.86	\$103,954.86	\$585,272.14	\$459.44	\$584,812.70	84.85%
40.530.21097	EQUIPMENT	\$14,000.00	\$319.40	\$319.40	\$13,680.60	\$448.41	\$13,232.19	94.52%
	Dept: DIETARY - 530	\$2,062,884.00	\$336,197.62	\$336,197.62	\$1,726,686.38	\$555,299.44	\$1,171,386.94	56.78%
40.540.10001	SALARIES SUPERVISORS STAFF	\$582,733.00	\$111,034.50	\$111,034.50	\$471,698.50	\$462,144.31	\$9,554.19	1.64%
40.540.10002	SALARIES REGISTERED NURSES	\$442,919.00	\$90,383.47	\$90,383.47	\$352,535.53	\$320,628.00	\$31,907.53	7.20%
40.540.10003	SALARIES L.P.N.'S	\$959,215.00	\$144,383.25	\$144,383.25	\$814,831.75	\$510,841.32	\$303,990.43	31.69%
40.540.10004	SALARIES NURSING AIDES	\$1,750,725.00	\$373,124.57	\$373,124.57	\$1,377,600.43	\$1,424,564.15	(\$46,963.72)	-2.68%
40.540.10006	CLERICAL	\$122,179.00	\$24,496.76	\$24,496.76	\$97,682.24	\$98,478.11	(\$795.87)	-0.65%
40.540.10007	E.T. BUY BACK	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
40.540.10008	OVERTIME	\$402,318.00	\$64,704.84	\$64,704.84	\$337,613.16	\$0.00	\$337,613.16	83.92%
40.540.10009	PERFORMANCE INCREASE	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	100.00%
40.540.10022	SALARIES RN - PER DIEM	\$108,445.00	\$27,063.02	\$27,063.02	\$81,381.98	\$376,320.00	(\$294,938.02)	-271.97%
40.540.10033	SALARIES L.P.N.'s - PER DIEM	\$234,459.00	\$32,315.12	\$32,315.12	\$202,143.88	\$347,760.00	(\$145,616.12)	-62.11%
40.540.10044	SALARIES NURSING AIDES-PER DIE	\$302,538.00	\$40,449.83	\$40,449.83	\$262,088.17	\$395,640.00	(\$133,551.83)	-44.14%
40.540.10055	RN AGENCY NURSING	\$0.00	\$0.00	\$0.00	\$0.00	\$759.50	(\$759.50)	0.00%
40.540.10066	LPN AGENCY NURSING	\$0.00	\$3,258.25	\$3,258.25	(\$3,258.25)	\$328.00	(\$3,586.25)	0.00%
40.540.10077	LNA AGENCY NURSING	\$0.00	\$4,292.25	\$4,292.25	(\$4,292.25)	\$762.75	(\$5,055.00)	0.00%
40.540.11010	FICA	\$376,727.00	\$64,982.82	\$64,982.82	\$311,744.18	\$0.00	\$311,744.18	82.75%
40.540.11011	GROUP LIFE INSURANCE	\$2,450.00	\$323.90	\$323.90	\$2,126.10	\$0.00	\$2,126.10	86.78%
40.540.11012	GROUP HEALTH INSURANCE	\$1,120,931.00	\$173,306.64	\$173,306.64	\$947,624.36	\$0.00	\$947,624.36	84.54%
40.540.11013	RETIREMENT	\$341,000.00	\$64,937.12	\$64,937.12	\$276,062.88	\$0.00	\$276,062.88	80.96%
40.540.11014	WORKERS COMPENSATION	\$160,852.00	\$0.00	\$0.00	\$160,852.00	\$0.00	\$160,852.00	100.00%
40.540.11015	UNEMPLOYMENT COMP INSURANCE	\$47,500.00	\$0.00	\$0.00	\$47,500.00	\$0.00	\$47,500.00	100.00%
40.540.11016	DENTAL INSURANCE	\$56,859.00	\$9,345.26	\$9,345.26	\$47,513.74	\$0.00	\$47,513.74	83.56%
40.540.11017	EDUCATION & CONFERENCES	\$10,000.00	\$5,285.52	\$5,285.52	\$4,714.48	\$0.00	\$4,714.48	47.14%
40.540.12030	EQUIPMENT RENTAL	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	100.00%
40.540.13032	GENERAL SUPPLIES	\$20,000.00	\$6,395.85	\$6,395.85	\$13,604.15	\$257.76	\$13,346.39	66.73%
40.540.14052	MEDICAL SUPPLIES	\$280,000.00	\$28,975.90	\$28,975.90	\$251,024.10	\$455.99	\$250,568.11	89.49%
40.540.14053	OXYGEN	\$11,500.00	\$1,980.00	\$1,980.00	\$9,520.00	\$340.00	\$9,180.00	79.83%
40.540.19082	GENERAL MAINTENANCE & REPAIRS	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$650.00	\$9,350.00	93.50%
40.540.21097	EQUIPMENT	\$35,000.00	\$3,707.20	\$3,707.20	\$31,292.80	\$35.35	\$31,257.45	89.31%
	Dept: NURSING - 540	\$7,396,350.00	\$1,274,746.07	\$1,274,746.07	\$6,121,603.93	\$3,939,965.24	\$2,181,638.69	29.50%
40.550.10001	SALARIES	\$389,634.00	\$73,581.60	\$73,581.60	\$316,052.40	\$272,367.01	\$43,685.39	11.21%
40.550.10007	ET BUY BACK	\$1,800.00	\$0.00	\$0.00	\$1,800.00	\$0.00	\$1,800.00	100.00%
40.550.10008	OVERTIME	\$9,550.00	\$3,032.16	\$3,032.16	\$6,517.84	\$0.00	\$6,517.84	68.25%
40.550.10009	PERFORMANCE INCREASE	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
40.550.11010	FICA	\$30,714.00	\$5,563.81	\$5,563.81	\$25,150.19	\$0.00	\$25,150.19	81.89%
40.550.11011	GROUP LIFE INSURANCE	\$195.00	\$31.98	\$31.98	\$163.02	\$0.00	\$163.02	83.60%
40.550.11012	GROUP HEALTH INSURANCE	\$127,593.00	\$16,569.78	\$16,569.78	\$111,023.22	\$0.00	\$111,023.22	87.01%
40.550.11013	RETIREMENT	\$39,426.00	\$7,654.01	\$7,654.01	\$31,771.99	\$0.00	\$31,771.99	80.59%
40.550.11014	WORKERS COMPENSATION	\$12,873.00	\$0.00	\$0.00	\$12,873.00	\$0.00	\$12,873.00	100.00%
40.550.11015	UNEMPLOYMENT COMP INSURANCE	\$1,320.00	\$0.00	\$0.00	\$1,320.00	\$0.00	\$1,320.00	100.00%
40.550.11016	DENTAL INSURANCE	\$5,774.00	\$734.98	\$734.98	\$5,039.02	\$0.00	\$5,039.02	87.27%
40.550.11017	EDUCATION & TRAINING	\$3,000.00	\$1,003.23	\$1,003.23	\$1,996.77	\$0.00	\$1,996.77	66.56%
40.550.12025	OPERATIONS: DIETARY MAINTENANCE	\$10,000.00	\$4,175.60	\$4,175.60	\$5,824.40	\$227.37	\$5,597.03	55.97%
40.550.12029	CONTRACT SERVICES	\$103,840.00	\$9,371.09	\$9,371.09	\$94,468.91	\$0.00	\$94,468.91	90.98%
40.550.13032	GENERAL SUPPLIES	\$21,000.00	\$2,422.34	\$2,422.34	\$18,577.66	\$0.00	\$18,577.66	88.47%
40.550.13037	DUES, LICENSES & SUBSCRIPTIONS	\$2,220.00	\$0.00	\$0.00	\$2,220.00	\$330.00	\$1,890.00	85.14%



# Sullivan County

C19

## A. Monthly Expense Delegates Report

Fiscal Year: 2013-2014

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

From Date: 7/1/2013

To Date: 8/31/2013

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
40.550.16062	PROPANE	\$10,000.00	\$1,056.33	\$1,056.33	\$8,943.67	\$0.00	\$8,943.67	89.44%
40.550.16065	FUEL OIL	\$50,000.00	\$25,925.25	\$25,925.25	\$24,074.75	\$0.00	\$24,074.75	48.15%
40.550.16069	GASOLINE	\$9,000.00	\$1,742.98	\$1,742.98	\$7,257.02	\$0.00	\$7,257.02	80.63%
40.550.18080	CARE OF GROUNDS	\$8,000.00	\$196.93	\$196.93	\$7,803.07	\$66.61	\$7,736.46	96.71%
40.550.19082	GENERAL MAINTENANCE & REPAIRS	\$70,000.00	\$12,061.05	\$12,061.05	\$57,938.95	\$439.77	\$57,499.18	82.14%
40.550.19084	VEHICLE REPAIRS	\$7,000.00	\$313.07	\$313.07	\$6,686.93	\$0.00	\$6,686.93	95.53%
40.550.20090	INTEREST PAYMENT	\$692.00	\$500.07	\$500.07	\$191.93	\$0.00	\$191.93	27.74%
40.550.20091	PRINCIPAL PAYMENT	\$26,920.00	\$16,295.00	\$16,295.00	\$10,625.00	\$0.00	\$10,625.00	39.47%
40.550.20093	TAXES-PROPERTY	\$32,500.00	\$0.00	\$0.00	\$32,500.00	\$0.00	\$32,500.00	100.00%
40.550.21097	EQUIPMENT	\$2,000.00	\$9,617.50	\$9,617.50	(\$7,617.50)	\$0.00	(\$7,617.50)	-380.88%
	Dept: OPERATION OF PLANT - 550	\$975,551.00	\$191,848.76	\$191,848.76	\$783,702.24	\$273,430.76	\$510,271.48	52.31%
40.555.10001	OFFICE SALARIES	\$34,557.00	\$6,627.92	\$6,627.92	\$27,929.08	\$27,904.80	\$24.28	0.07%
40.555.10008	OVERTIME	\$250.00	\$117.48	\$117.48	\$132.52	\$0.00	\$132.52	53.01%
40.555.11010	FICA	\$2,663.00	\$468.23	\$468.23	\$2,194.77	\$0.00	\$2,194.77	82.42%
40.555.11011	GROUP LIFE/DISABILITY	\$22.00	\$4.10	\$4.10	\$17.90	\$0.00	\$17.90	81.36%
40.555.11012	GROUP HEALTH INSURANCE	\$18,312.00	\$3,051.96	\$3,051.96	\$15,260.04	\$0.00	\$15,260.04	83.33%
40.555.11013	RETIREMENT	\$3,749.00	\$726.48	\$726.48	\$3,022.52	\$0.00	\$3,022.52	80.62%
40.555.11014	WORKERS COMPENSATION	\$1,118.00	\$0.00	\$0.00	\$1,118.00	\$0.00	\$1,118.00	100.00%
40.555.11015	UNEMPLOYMENT COMP INSURANCE	\$184.00	\$0.00	\$0.00	\$184.00	\$0.00	\$184.00	100.00%
40.555.11016	DENTAL INSURANCE	\$801.00	\$131.16	\$131.16	\$669.84	\$0.00	\$669.84	83.63%
40.555.11017	EDUCATION & TRAINING	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
40.555.12029	CONTRACT SERVICES	\$350.00	\$16.00	\$16.00	\$334.00	\$0.00	\$334.00	95.43%
40.555.13032	GENERAL SUPPLIES	\$700.00	\$610.30	\$610.30	\$89.70	\$0.00	\$89.70	12.81%
40.555.19082	GENERAL MAINTENANCE & REPAIRS	\$250.00	\$53.68	\$53.68	\$196.32	\$0.00	\$196.32	78.53%
	Dept: CENTRAL SUPPLY - 555	\$63,206.00	\$11,807.31	\$11,807.31	\$51,398.69	\$27,904.80	\$23,493.89	37.17%
40.560.10001	SALARIES	\$187,547.00	\$35,246.15	\$35,246.15	\$152,300.85	\$144,160.80	\$8,140.05	4.34%
40.560.10008	OVERTIME	\$4,500.00	\$558.90	\$558.90	\$3,941.10	\$0.00	\$3,941.10	87.58%
40.560.10009	PERFORMANCE INCREASE	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
40.560.11010	FICA	\$14,730.00	\$2,678.62	\$2,678.62	\$12,051.38	\$0.00	\$12,051.38	81.82%
40.560.11011	GROUP LIFE INSURANCE	\$132.00	\$20.50	\$20.50	\$111.50	\$0.00	\$111.50	84.47%
40.560.11012	GROUP HEALTH INSURANCE	\$18,305.00	\$3,050.68	\$3,050.68	\$15,254.32	\$0.00	\$15,254.32	83.33%
40.560.11013	RETIREMENT	\$20,738.00	\$3,466.05	\$3,466.05	\$17,271.95	\$0.00	\$17,271.95	83.29%
40.560.11014	WORKERS COMPENSATION	\$6,140.00	\$0.00	\$0.00	\$6,140.00	\$0.00	\$6,140.00	100.00%
40.560.11015	UNEMPLOYMENT COMP INSURANCE	\$276.00	\$0.00	\$0.00	\$276.00	\$0.00	\$276.00	100.00%
40.560.11016	DENTAL INSURANCE	\$1,311.00	\$402.32	\$402.32	\$908.68	\$0.00	\$908.68	69.31%
40.560.11017	EDUCATION & TRAINING	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
40.560.13032	GENERAL SUPPLIES	\$21,500.00	\$1,345.76	\$1,345.76	\$20,154.24	\$110.67	\$20,043.57	93.23%
40.560.14043	LINEN	\$36,300.00	\$3,938.51	\$3,938.51	\$32,361.49	\$179.86	\$32,181.63	88.65%
40.560.19082	GENERAL MAINTENANCE & REPAIRS	\$12,500.00	\$1,050.19	\$1,050.19	\$11,449.81	\$0.00	\$11,449.81	91.60%
40.560.21097	EQUIPMENT	\$1,500.00	\$1,205.05	\$1,205.05	\$294.95	\$0.00	\$294.95	19.66%
	Dept: LAUNDRY & LINEN - 560	\$326,479.00	\$52,962.73	\$52,962.73	\$273,516.27	\$144,451.33	\$129,064.94	39.53%
40.570.10001	SALARIES	\$376,934.00	\$74,320.54	\$74,320.54	\$302,613.46	\$268,696.46	\$33,917.00	9.00%
40.570.10008	OVERTIME	\$5,000.00	\$229.08	\$229.08	\$4,770.92	\$0.00	\$4,770.92	95.42%
40.570.10009	PERFORMANCE INCREASE	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
40.570.11010	FICA	\$29,333.00	\$5,159.17	\$5,159.17	\$24,173.83	\$0.00	\$24,173.83	82.41%
40.570.11011	GROUP LIFE INSURANCE	\$324.00	\$53.30	\$53.30	\$270.70	\$0.00	\$270.70	83.55%
40.570.11012	GROUP HEALTH INSURANCE	\$125,435.00	\$20,905.56	\$20,905.56	\$104,529.44	\$0.00	\$104,529.44	83.33%
40.570.11013	RETIREMENT	\$41,296.00	\$7,551.01	\$7,551.01	\$33,744.99	\$0.00	\$33,744.99	81.71%
40.570.11014	WORKERS COMPENSATION	\$12,333.00	\$0.00	\$0.00	\$12,333.00	\$0.00	\$12,333.00	100.00%



## Sullivan County

C 20

## A. Monthly Expense Delegates Report

Fiscal Year: 2013-2014

☐ Subtotal by Collapse Mask☐ Include pre encumbrance☐ Print accounts with zero balance☒ Filter Encumbrance Detail by Date Range

From Date: 7/1/2013

To Date: 8/31/2013

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
40.570.11015	UNEMPLOYMENT COMP INSURANCE	\$2,940.00	\$0.00	\$0.00	\$2,940.00	\$0.00	\$2,940.00	100.00%
40.570.11016	DENTAL INSURANCE	\$8,203.00	\$1,280.00	\$1,280.00	\$6,923.00	\$0.00	\$6,923.00	84.40%
40.570.11017	EDUCATION & TRAINING	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
40.570.12039	FLOOR CARE	\$7,500.00	\$1,192.47	\$1,192.47	\$6,307.53	\$0.00	\$6,307.53	84.10%
40.570.13033	CLEANING SUPPLIES	\$37,000.00	\$3,817.14	\$3,817.14	\$33,182.86	\$223.20	\$32,959.66	89.08%
40.570.19082	GENERAL MAINTENANCE & REPAIRS	\$3,000.00	\$1,155.90	\$1,155.90	\$1,844.10	\$0.00	\$1,844.10	61.47%
40.570.21097	EQUIPMENT	\$2,850.00	\$0.00	\$0.00	\$2,850.00	\$642.94	\$2,207.06	77.44%
	Dept: HOUSEKEEPING - 570	\$654,648.00	\$115,664.17	\$115,664.17	\$538,983.83	\$269,562.60	\$269,421.23	41.16%
40.580.12029	CONTRACT SERVICES	\$27,000.00	\$2,235.70	\$2,235.70	\$24,764.30	\$0.00	\$24,764.30	91.72%
40.580.14044	DRUGS - BILLABLE	\$9,500.00	\$814.81	\$814.81	\$8,685.19	\$0.00	\$8,685.19	91.42%
	Dept: PHYSICIAN & PHARMACY - 580	\$36,500.00	\$3,050.51	\$3,050.51	\$33,449.49	\$0.00	\$33,449.49	91.64%
40.585.12032	THERAPY SERVICES	\$260,000.00	\$12,058.79	\$12,058.79	\$247,941.21	\$0.00	\$247,941.21	95.36%
40.585.12036	MED. PART A: XRAY EXPENSE	\$4,500.00	\$192.11	\$192.11	\$4,307.89	\$0.00	\$4,307.89	95.73%
40.585.12037	MED. PART A: LAB EXPENSE	\$15,000.00	\$153.78	\$153.78	\$14,846.22	\$0.00	\$14,846.22	98.97%
40.585.12038	MED. PART A: AMBULANCE EX	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
40.585.14044	MED. PART A: PHARMACY EXP	\$150,000.00	\$5,758.92	\$5,758.92	\$144,241.08	\$25.98	\$144,215.10	96.14%
40.585.14052	MEDICAL EXPENSES	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
	Dept: MEDICARE PART A - 585	\$436,000.00	\$18,163.60	\$18,163.60	\$417,836.40	\$25.98	\$417,810.42	95.83%
40.586.12033	PHYSICAL THERAPY SERVICES	\$129,153.00	\$15,827.67	\$15,827.67	\$113,325.33	\$0.00	\$113,325.33	87.75%
40.586.12034	OCCUPATIONAL THERAPY SERVICES	\$129,153.00	\$9,835.53	\$9,835.53	\$119,317.47	\$0.00	\$119,317.47	92.38%
40.586.12035	SPEECH THERAPY SERVICES	\$64,577.00	\$6,850.54	\$6,850.54	\$57,726.46	\$0.00	\$57,726.46	89.39%
	Dept: MEDICARE PART B - 586	\$322,883.00	\$32,513.74	\$32,513.74	\$290,369.26	\$0.00	\$290,369.26	89.93%
40.589.12029	MEDICAID SPEECH THERAPY	\$8,000.00	\$0.00	\$0.00	\$8,000.00	\$0.00	\$8,000.00	100.00%
	Dept: MEDICAID SPEECH THERAPY - 589	\$8,000.00	\$0.00	\$0.00	\$8,000.00	\$0.00	\$8,000.00	100.00%
40.591.10001	EMPLOYEES SALARY	\$0.00	\$224.85	\$224.85	(\$224.85)	\$0.00	(\$224.85)	0.00%
40.591.11010	FICA	\$0.00	\$17.20	\$17.20	(\$17.20)	\$0.00	(\$17.20)	0.00%
40.591.11013	RETIREMENT	\$0.00	\$24.22	\$24.22	(\$24.22)	\$0.00	(\$24.22)	0.00%
40.591.12029	CONTRACT SERVICES	\$25,000.00	\$721.50	\$721.50	\$24,278.50	\$0.00	\$24,278.50	97.11%
40.591.13032	GENERAL SUPPLIES	\$15,000.00	\$2,866.62	\$2,866.62	\$12,133.38	\$0.00	\$12,133.38	80.89%
	Dept: PHYSICAL THERAPY - 591	\$40,000.00	\$3,854.39	\$3,854.39	\$36,145.61	\$0.00	\$36,145.61	90.36%
40.592.12029	CONTRACT SERVICES	\$20,000.00	\$1,146.83	\$1,146.83	\$18,853.17	\$0.00	\$18,853.17	94.27%
40.592.13032	GENERAL SUPPLIES	\$4,000.00	\$169.68	\$169.68	\$3,830.32	\$31.48	\$3,798.84	94.97%
	Dept: OCCUPATIONAL THERAPY - 592	\$24,000.00	\$1,316.51	\$1,316.51	\$22,683.49	\$31.48	\$22,652.01	94.38%
40.593.10001	SALARIES	\$237,672.00	\$42,662.00	\$42,662.00	\$195,010.00	\$169,248.65	\$25,761.35	10.84%
40.593.10008	OVERTIME	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
40.593.10009	PERFORMANCE INCREASE	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
40.593.11010	FICA	\$18,412.00	\$3,137.33	\$3,137.33	\$15,274.67	\$0.00	\$15,274.67	82.96%
40.593.11011	GROUP LIFE INSURANCE	\$176.00	\$28.70	\$28.70	\$147.30	\$0.00	\$147.30	83.69%
40.593.11012	GROUP HEALTH INSURANCE	\$35,175.00	\$5,862.24	\$5,862.24	\$29,312.76	\$0.00	\$29,312.76	83.33%
40.593.11013	RETIREMENT	\$25,199.00	\$4,163.81	\$4,163.81	\$21,035.19	\$0.00	\$21,035.19	83.48%
40.593.11014	WORKERS COMPENSATION	\$7,632.00	\$0.00	\$0.00	\$7,632.00	\$0.00	\$7,632.00	100.00%
40.593.11015	UNEMPLOYMENT COMP INSURANCE	\$1,472.00	\$0.00	\$0.00	\$1,472.00	\$0.00	\$1,472.00	100.00%
40.593.11016	DENTAL INSURANCE	\$3,741.00	\$402.32	\$402.32	\$3,338.68	\$0.00	\$3,338.68	89.25%
40.593.11017	EDUCATION & TRAINING	\$1,500.00	\$142.80	\$142.80	\$1,357.20	\$0.00	\$1,357.20	90.48%
40.593.12029	CONTRACT SERVICES	\$16,000.00	\$1,165.40	\$1,165.40	\$14,834.60	\$823.50	\$14,011.10	87.57%



## Sullivan County

C21

## A. Monthly Expense Delegates Report

Fiscal Year: 2013-2014

☐ Subtotal by Collapse Mask☐ Include pre encumbrance☐ Print accounts with zero balance

From Date: 7/1/2013

To Date: 8/31/2013

☒ Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
40.593.13032	GENERAL SUPPLIES	\$8,000.00	\$477.64	\$477.64	\$7,522.36	\$11.18	\$7,511.18	93.89%
40.593.21097	EQUIPMENT	\$3,300.00	(\$151.29)	(\$151.29)	\$3,451.29	\$11.99	\$3,439.30	104.22%
	Dept: RECREATIONAL THERAPY - 593	\$361,279.00	\$57,890.95	\$57,890.95	\$303,388.05	\$170,095.32	\$133,292.73	36.89%
40.594.10001	EMPLOYEE SALARIES	\$99,750.00	\$24,117.93	\$24,117.93	\$75,632.07	\$77,136.07	(\$1,504.00)	-1.51%
40.594.10007	E.T. BUY BACK	\$1,700.00	\$0.00	\$0.00	\$1,700.00	\$0.00	\$1,700.00	100.00%
40.594.10008	OVERTIME	\$0.00	\$290.44	\$290.44	(\$290.44)	\$0.00	(\$290.44)	0.00%
40.594.11010	FICA	\$7,761.00	\$1,749.02	\$1,749.02	\$6,011.98	\$0.00	\$6,011.98	77.46%
40.594.11011	GROUP LIFE INSURANCE	\$44.00	\$7.38	\$7.38	\$36.62	\$0.00	\$36.62	83.23%
40.594.11012	GROUP HEALTH INSURANCE	\$23,684.00	\$5,025.58	\$5,025.58	\$18,658.42	\$0.00	\$18,658.42	78.78%
40.594.11013	RETIREMENT	\$10,926.00	\$1,874.70	\$1,874.70	\$9,051.30	\$0.00	\$9,051.30	82.84%
40.594.11014	WORKERS COMPENSATION	\$2,972.00	\$0.00	\$0.00	\$2,972.00	\$0.00	\$2,972.00	100.00%
40.594.11015	UNEMPLOYMENT COMP INSURANCE	\$368.00	\$0.00	\$0.00	\$368.00	\$0.00	\$368.00	100.00%
40.594.11016	DENTAL INSURANCE	\$2,107.00	\$451.86	\$451.86	\$1,655.14	\$0.00	\$1,655.14	78.55%
40.594.11017	EDUCATION & TRAINING	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
40.594.11019	TRAVEL EXPENSE	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
40.594.12029	CONTRACT SERVICES	\$20,000.00	\$3,056.60	\$3,056.60	\$16,943.40	\$0.00	\$16,943.40	84.72%
	Dept: SOCIAL SERVICES - 594	\$170,562.00	\$36,573.51	\$36,573.51	\$133,988.49	\$77,136.07	\$56,852.42	33.33%
40.596.12029	CONTRACT SERVICES	\$22,000.00	\$1,711.50	\$1,711.50	\$20,288.50	\$0.00	\$20,288.50	92.22%
	Dept: DENTAL SERVICE - 596	\$22,000.00	\$1,711.50	\$1,711.50	\$20,288.50	\$0.00	\$20,288.50	92.22%
40.997.05990	IMPLIED TRANSFERS	(\$1,961,297.00)	\$0.00	\$0.00	(\$1,961,297.00)	\$0.00	(\$1,961,297.00)	100.00%
40.997.15996	TRANSFER OUT ACCOUNTING/PAYRC	\$223,736.00	\$0.00	\$0.00	\$223,736.00	\$0.00	\$223,736.00	100.00%
40.997.15997	TRANSFER OUT HR/PAYROLL	\$170,691.00	\$0.00	\$0.00	\$170,691.00	\$0.00	\$170,691.00	100.00%
	Dept: TRANSFER OUT - 997	(\$1,566,870.00)	\$0.00	\$0.00	(\$1,566,870.00)	\$0.00	(\$1,566,870.00)	100.00%
	Fund: HEALTH CARE - 40	\$12,899,388.00	\$2,295,641.23	\$2,295,641.23	\$10,603,746.77	\$5,676,220.32	\$4,927,526.45	38.20%
41.505.15051	SCHC BOOK FUND-EXPENSE	\$700.00	\$0.00	\$0.00	\$700.00	\$0.00	\$700.00	100.00%
	Dept: SCHC BOOK FUND - 505	\$700.00	\$0.00	\$0.00	\$700.00	\$0.00	\$700.00	100.00%
41.508.15051	SCHC ALIX UNGREN FUND-EXPENSE	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
	Dept: SCHC ALIX UNGREN FUND - 508	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
41.509.15051	SCHC ELSIE HARDISON FUND-EXPEN	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
	Dept: SCHC ELSIE HARDISON FUND - 509	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
	Fund: TRUST FUNDS - 41	\$3,400.00	\$0.00	\$0.00	\$3,400.00	\$0.00	\$3,400.00	100.00%
42.700.12020	LEGAL EXPENSE	\$0.00	\$5,640.00	\$5,640.00	(\$5,640.00)	\$0.00	(\$5,640.00)	0.00%
42.700.12029	BIOMASS CAPITAL PROJECT CONTRA	\$1,500,000.00	\$39,354.02	\$39,354.02	\$1,460,645.98	\$0.00	\$1,460,645.98	97.38%
42.700.20090	INTEREST ON TEMP FINANCING	\$0.00	\$1,715.00	\$1,715.00	(\$1,715.00)	\$0.00	(\$1,715.00)	0.00%
	Dept: FACILITIES - 700	\$1,500,000.00	\$46,709.02	\$46,709.02	\$1,453,290.98	\$0.00	\$1,453,290.98	96.89%
	Fund: CAPITAL IMPROVEMENTS - 42	\$1,500,000.00	\$46,709.02	\$46,709.02	\$1,453,290.98	\$0.00	\$1,453,290.98	96.89%
Grand Total:		\$30,730,122.00	\$4,138,964.76	\$4,138,964.76	\$26,591,157.24	\$9,586,874.49	\$17,004,282.75	55.33%

End of Report



Appendix D.

# 2014 CAP BREAKDOWN

\$ 109,000,000.00 GROSS COUNTY OBLIGATION  
 4.98% 3 YEAR BILLING % AVERAGE  
 \$ 5,431,173.00 GROSS SULLIVAN COUNTY CAP  
 \$ 314,406.00 ADJUSTED TARGETED CREDIT  
 \$ 5,116,767.00 2014 SULLIVAN COUNTY OBLIGATION

\$ 5,116,767.00 CAP 2014  
 / 11 MONTHS  
 \$ 452,598.00 MONTHLY BUDGET PAYMENT

\$ 1,668,266.00 BUDGET HCBC  
 \$ 3,318,399.00 BUDGET INC  
 \$ 4,986,665.00 BUDGET TOTAL  
 \$ (5,116,767.00) CAP TOTAL  
 \$ (130,102.00) OVER BUDGET

	PO	
2013	NUMBER	
JULY		\$ 138,192.00
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
2014		
JANUARY		
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
TOTAL		\$ 138,192.00

Bow Brook Place  
46 Donovan Street  
Concord, NH 03301-2624

(603) 225-2841  
(800) 698-2364

www.nhprimex.org

August 2, 2013

Sullivan County  
Sharon Callum, Administrative Assistant  
14 Main Street  
Newport, NH 03773

RE: **Contribution Assurance Program (CAP)** for FY2015-2016 for the  
Property & Liability Program

Dear Sharon:

Primex<sup>3</sup> is pleased to offer Sullivan County the option of participating in the **Contribution Assurance Program (CAP)** for the next two years. **For members who have demonstrated commitment to the Primex<sup>3</sup> pool, CAP provides stability by creating a limit on your Property & Liability contributions for future renewals.**

The following years qualify for the **Contribution Assurance Program (CAP)**:

**FY 2015                      July 1, 2014 to June 30, 2015**  
(maximum 7% increase over July 1, 2013 to June 30, 2014 contribution)

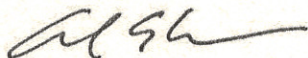
**FY 2016                      July 1, 2015 to June 30, 2016**  
(maximum 7% increase over July 1, 2014 to June 30, 2015 contribution)

Based on your performance, we are pleased to offer you a **CAP Addendum** that provides you the opportunity to participate in **CAP** until June 30, 2016. (See enclosed **CAP Addendum to Multi-Year Discount Program Agreement**.) **Please return your executed CAP Addendum by October 1, 2013** to ensure budgetary peace of mind for the next two renewals.

Our goal has always been to provide members with the best programs at the best value. Now, add the best long-term contribution assurance and you have a commitment like no other. **CAP** provides predictable contributions in the Property & Liability program that you and your taxpayers can count on for budgetary stability.

Please contact your Member Services Consultant or myself with questions at 800-698-2364.

Sincerely,



Carl Weber  
Director of Member Services

AUG 12 '13 AM 10:35



**Contribution Assurance Program (CAP)  
Addendum to Multi-Year Discount Program Agreement  
Property & Liability**

Primex<sup>3</sup> is pleased to offer our current and future Multi-Year Discount Program members an opportunity to further stabilize their annual property and liability contributions through participation in our Contribution Assurance Program (CAP). Participation in Primex<sup>3</sup> CAP will guarantee that your annual contribution during a defined period of years will not exceed seven percent (7%) of the prior year's contribution. Because performance matters with Primex<sup>3</sup>, you may realize an annual increase that is less than the CAP through sound risk management and stable underwriting exposures.

The **Sullivan County's** current Multi-Year Agreement status is **June 30, 2016**. Based on your current Multi-Year Agreement status, you are eligible for CAP for the following defined period of years (CAP Period):

The following CAP Period years qualify for the Contribution Assurance Program (CAP):

**FY 2015                      July 1, 2014 to June 30, 2015**  
(maximum 7% increase over July 1, 2013 to June 30, 2014 contribution)

**FY 2016                      July 1, 2015 to June 30, 2016**  
(maximum 7% increase over July 1, 2014 to June 30, 2015 contribution)

The 7% maximum increase currently available for this CAP Period does not apply to any other year or period of years. Upon expiration of the CAP Period in this Addendum, any subsequent participation in a Primex<sup>3</sup> CAP will be subject to underwriting review, membership criteria, multi-year agreement criteria, determination of contribution and the maximum increase in place for the subsequent CAP period.

All provisions set forth in your Multi-Year Discount Agreement, and all Primex<sup>3</sup> documents incorporated by reference therein, shall remain in effect for the term of the Multi-Year Discount Agreement.

By affixing my signature below, the **Sullivan County** agrees to participate in Primex<sup>3</sup> CAP as set forth above.

Bennie Nelson

Authorized Representative of the Governing Body

Bennie Nelson

Print Name

9/9/13

Date

Commissioner Vice Chair

Title



## Sullivan County, New Hampshire

**Position Title:** County Manager**Statement of Duties**

Serves as the Commissioners' agent, for the financial and administrative management of Sullivan County. Oversees and coordinates the business, fiscal, purchasing and human resources activities of the following departments or functions:

1. ~~Sullivan County Health Care Nursing Home~~
2. Department of Corrections
3. Commissioners' Office
4. Maintenance of all County Property
5. Human Relations
6. Communications and Information Technology
7. Cooperative Extension (HR activities
8. monitored by UNHCE)
9. ~~Conservation District~~ Natural Resources  
Long Term Care Coordinator

Additional duties will include:

1. Assist the Commissioners in preparing the County Commissioners' annual budget in conjunction with department heads and elected officials; assist Commissioners in presenting budget to County ~~Financial-Executive Finance~~ Committee and County Legislative Delegation; prepare and recommend Commissioners Office Budgets to the County Commissioners.
2. Monitor and review departmental expenditures on a monthly basis to assure that expenditures do not exceed budgetary appropriations; keep the Commissioners informed of the County's financial status at all times; advise Commissioners about possible appropriation transfers and assist Commissioners in presenting transfer requests to the ~~Financial-Delegation's Executive Finance~~ Committee.
3. Monitor the County's cash flow and keep the County Treasurer informed of the County's financial status at all times.
4. Develop and recommend to the Commissioners for approval, policies and procedures regarding accounting, administration, bidding, budgeting, contracts, grants, human relations, insurance, leasing of lands and building space, leasing of equipment, personnel, purchasing, and other County activities as necessary; oversee the implementation and compliance of policies adopted by the Board of Commissioners.
5. Develop and recommend to the Commissioners for approval, capital budget plans and other long-range plans and projects, working in conjunction with department



heads and elected officials.

- 6, Establish and maintain effective communications with outside organizations. Participate in community, state and national associations and professional activities.
- 7, Review operations of the County Nursing Home, Department of Corrections, Maintenance and other Departments with department heads on a regular basis. Conduct regular meetings with other department heads and elected officials on a regular basis to promote communication, coordinate activities, and resolve problems. Coordinate vacation and personal leaves for the Nursing Home Administrator, Corrections Superintendent, and ~~Director of Environmental Services~~ Facilities Director.
8. Manage and coordinate the county human relation's function in compliance with all state and federal regulations. Responsible for developing and maintaining policies and procedures, for establishing recruitment and equal employment procedures, and for maintaining fair labor practice requirements. Communicate with and coordinate the input of department heads and Sullivan County elected officials regarding personnel policies; recommend personnel policies for approval by the Board of Commissioners.
9. Supervise the business office and the delivery of services under his/her direction; ~~supervise the Human Services Coordinator and the delivery of services under his/her direction.~~
10. Monitor funding of Social Services programs and state incentive fund grant recipients in conjunction with the Human Services Coordinator
11. Identify funding sources, submit grant applications and oversee block grants and other federal and state grant and funding programs.
12. Keep informed and advise Commissioners regarding all laws, statutes, rules, and regulations and policies relating to County ~~3~~-government; seek interpretation of same from the County Attorney or other appropriate legal authority when needed. Serves on the New Hampshire Association of Counties executive committee.
13. Provide Commissioners with information needed for negotiating with employees and for setting salary levels for unclassified employees.
14. Meets with the Board of Commissioners to present items for vote, recommendation, and/or review, prepare the agenda for Commissioners' meetings and schedule appointments with the Commissioners; attend and assist Commissioners during meetings of the County Delegation Executive Finance Committee and County Legislative Delegation.
15. Assure responsible coverage of County activities by the press. Communicates with County officials, members of the public and other agencies, representing the County

in administration and management issues. Acts as media point of contact for county.

16. Other duties as directed by the Board of Commissioners.

### **Minimum Qualifications**

Bachelor's Degree in Business or related degree with strong background in budget/finance, planning, personnel and other related administrative functions. A Masters in Business Administration is desirable. Five- (5) years minimum total experience **required** with a minimum of two years government experience. Must possess extensive leadership, communication and interpersonal skills.

### **Physical & Mental Requirements**

The incumbent works in a moderately noisy office setting, with exposure to outdoor conditions, extremes of heat and cold, and risk of electric shock up to 1/3 of the time. There is some risk of personal injury resulting from exposure to ill residents. Physical demands generally involve standing, walking, sitting, talking or listening/hearing, and use of hands up to 1/3 of the time. Seldom is weight lifted or force exerted up to 30 lb. There are normal vision requirements for this position. Equipment used includes automobile, office machines and personal computers.

### **Job Environment**

Incumbent is a manager who reports directly to the Commissioners and must carry out full scale managerial responsibilities for the county and oversee the financial affairs of the county; including the assignment of work, evaluation of subordinate performance, administering of discipline, making certain that reports are completed with accuracy and on time, and ensuring that the work program of departments are completed. Subordinates are not always on the same shift and are dispersed in different offices. Duties at this level are very diverse and require the application of a variety of provisions of administrative procedures, financial management and personnel practices. Incumbent must be aware of rules and regulations governing county operations, and be able to provide assistance to professional and non-professional staff. Guidelines for performing work consist of policies, state and local laws and regulations. Many of the guides lack utility for resolving specific situations. Hence, ingenuity and creativity are essential to the position.

Errors made could result in personal injury, delay or loss of service, monetary loss, injury to other employees, damage to buildings or equipment, or legal liability.

The incumbent has frequent contact with the public through representation of the county, primarily through residents, families, regulators, vendors, contractors and other human service agencies. Other contacts are typically with other county, state and, municipal agencies and local businesses. Contacts occur in person, through the use of the telephone and in writing.

### **Supervision**



Incumbent works under the policy direction of the Commissioners. The incumbent has personal responsibility and authority for ensuring the efficient and cost effective administration of the county. There is considerable latitude for independent judgment and action in making day-to-day decisions within assigned areas of responsibility. The Commissioners decide policy matters, but the incumbent is expected to provide input into policy development. Performance is evaluated through conferences and observations of results achieved.

The incumbent has full access to confidential employee records, collective bargaining matters, law suites, and criminal investigations and records.

The incumbent occupies the top administrative and managerial post in the county government and must exercise controls directly over county departments or indirectly or as directed by the Commissioners for other county agencies under the direction of the Commissioners. This involves the interpretation of Commissioners policies, the hiring of employees, the review of budgetary and other requests assuring that deadlines are met *and* that goals and objectives are achieved. The incumbent directly supervises department managers who are not all in the same location. Work is considered stable. The incumbent is required to work normal business hours but be available for work outside normal business hours.